

Notice of Employment

The Bandera County Auditor's Office is accepting applications for **Full Time Auditor Clerk**.

Duties to include, but not limited to, bank reconciliation of revenues and expenses, performing a variety of clerical work relating to the operation of the Auditor's office. Receiving, organizing, verifying, computer data entry, and printing Accounts Payable invoices and checks. Assist with scanning, preparing for annual outside audit, maintaining files and records, and errands for office.

Applicants must have strong computer and organizational skills, overall general office experience, ability to communicate both orally and written, and be able to work flexible hours. Must be able to lift 10-50LBS frequently and 51-100LBS occasionally, have a valid Texas Driver's License, and a High School Diploma or GED equivalent.

Application and job description may be obtained at the County Auditor's Office located at 1207 Pecan St, Bandera, TX, 78003, Monday-Friday 8:30AM-4:00PM. Also available on line at www.banderacounty.org HR tab. Applications will be accepted until 4:00PM March 11, 2022.

Bandera County is an Equal Opportunity Employer.