

NOTICE OF JOB OPENING

WALLER COUNTY AUDITOR'S OFFICE

Waller County has the following immediate full-time job opening available:

- Basic Knowledge of Accounting
- Basic Knowledge of Auditing

Duties include but are not limited to creating and maintaining spreadsheets, reports, resolving account payable issues and providing support for office staff. The position requires attention to detail and the ability to manage multiple projects working in a fast paced office environment.

Ideal candidate must possess the ability to work independently as well as with co-workers as a team. You must have solid computer skills and two plus years of clerical work experience.

Applications may be picked up and/or resumes mailed to the Waller County Auditor's office located in the Waller County Courthouse at 836 Austin Street, Suite #221, Hempstead, Texas, between the hours of 8:00 a.m. until Noon and 1:00 p.m. until 4:00 p.m.