

## FANNIN COUNTY EMPLOYMENT NOTICE

- Position:** Fannin County Auditor's Office has an opening for a motivated, detail oriented individual with great interpersonal skills to assist in the execution of all aspects of the Auditor's Office.
- Duties:** Primary function of this position will be to conduct internal audits of county departments for compliance. Position will also be cross trained on Account Payables as well as Payroll. Perform other business related duties when necessary in a timely manner.
- Qualifications:** Must have excellent computer skills, including Microsoft Word and Excel. Familiarity with Incode 10 financial system a plus.
- Requirements:** High school diploma acceptable; college level accounting preferred. Valid and active driver's license. Must pass pre-employment criminal/financial background check. Physical requirements include occasional lifting/carrying up to 25 lbs.
- Benefits:** Retirement, vacation, PTO, and 14 paid holidays. Salary commensurate on experience. Application is available on Fannin County website: [www.co.fannin.tx.us](http://www.co.fannin.tx.us) under job openings, or may be picked up at Auditor's office 101 East Sam Rayburn Drive, Ste. 301, Bonham TX 75418. Completed application and resume must be submitted in writing, via fax, mail, email or in person directly to:
- Alicia Whipple  
Fannin County Auditor  
Fannin County Courthouse  
101 East Sam Rayburn Drive, Suite 301  
Bonham, Texas 75418  
903-583-7451 Office  
903-640-5806 Fax  
[awhipple@fanninco.net](mailto:awhipple@fanninco.net)
- Closing Date:** Open until filled