

# City Treasurer

## Job Description

**Exempt:** Yes

**Department:** Administration

**Reports To:** City Administrator

**Location:** Bandera City Hall

### **GENERAL DESCRIPTION OF POSITION**

This position works with the Mayor, City Administrator and City Council, reports to the City Administrator to monitor all activities of the City of Bandera's general financial and payroll operations, budget and assets to ensure sound fiscal management through processes and procedures, checks and balances, and annual audits. The purpose of this position is to maintain and oversee the budget and payroll consistent with City Council and Master Plan goals and ensure that the departments operate within the approved budget, are advised as to the financial condition and needs of the city, manage assets and investments in accordance with guidelines and sound financial management. The City Treasurer is expected to work directly with the City Administrator, directors and supervisors of all departments to maintain and improve efficiency, compliance and fiscal responsibility. The City Treasurer is expected to exemplify leadership qualities and professionalism when managing, developing and enforcing interoffice and cross area processes and procedures, such as personnel interaction and communication, money handling, employee and building security, monitoring departmental budgets, controlling expenditures, budget amendment and overall tracking of city assets and budget.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintain regular, predictable and punctual attendance.
- Establish and maintain effective working relationships with City officials, employees and the public.
- Perform all duties and responsibilities in a manner consistent with the core values of the City, and consistent with City and Department policies.
- Work with relative independence, judgment, and initiative to meet operating requirements.
- Use safe working practices in the performance of duties and ensure proper safety practices are used by all employees.
- Manage confidential and sensitive issues requiring a high degree of discretion, diplomacy and tact.
- Work a flexible schedule, which may include evenings, weekends, holidays, overtime and on call.
- Advise and assist the Mayor, City Council, and City Administrator in representing the city's financial interests with other level agencies of government, business interest, and the community at large.
- Work with various state and federal agencies and other consultants, contractors and professionals, when necessary and required.
- Attend all staff, workshops, required training when necessary and required, City Council, and other City Commission meetings.
- Prepare the annual budget consistent with City Council and Master Plan goals and ensure that the departments operate within the approved budget. Keep the Mayor, City Council, and City Administrator advised as to the financial condition and needs of the city. Manage and invest funds in accordance with guidelines and sound financial management.

- Prepare and run bi-weekly payroll consistent with the City Ordinances and Employee Manual, and ensure that all departments operate within the approved budget. Keep Mayor, City Council, and City Administrator advised as to the payroll concerns and needs of the city.
- Conduct all financial operations of the City, utility service, payroll, fund investments, liaison with auditors, and purchasing.
- Generate and distribute periodic financial summaries and reports and year-end closing statements.
- Responsible for achieving extensive knowledge and compliance in accordance with The State of Texas, Texas Municipal League and any other applicable rules and regulations.
- Responsible for achieving knowledge and compliance with all personnel policies and procedures.
- Must sign a Disclaimer.
- Must sign a Code of Ethics.
- Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

Bachelor's Degree in Accounting or Finance preferred. Broad knowledge of such fields as accounting, business administration, finance, etc. Minimum of 1 year experience in accounting

## **COMMUNICATION SKILLS**

Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

## **CRITICAL THINKING SKILLS**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

A valid Texas driver's license, PFIA Certificate or complete within 6 months of hire.

## **MENTAL DEMAND**

Intense mental demand. Operations requiring sustained directed thinking to analyze, solve, or plan highly variable, administrative, professional, or technical tasks involving complex problems or mechanisms.

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Regularly responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron

property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above would range from \$1,000,000 to \$10,000,000.

**MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES:**

- Bachelor Degree in Accounting or Finance preferred, with at least 1 year experience in accounting.
- Experience with Incode 9 preferred
- Basic Microsoft Office skills in Word, Excel, Outlook, etc.
- Must live or are willing to relocate within the city or county of Bandera.
- Must have or obtain a valid Texas driver's license.
- Knowledge of principles and practices of centralized budgetary and actual accounting, purchasing, asset and financial management and control, basic computer operations and personnel procedures.
- Must pass a pre-employment drug screen, criminal background check and MVR check
- Skill in employing financial systems and procedures to establish, control and maintain the accounts, budget and assets of the City.
- Strong technical, computer, and analytical ability.
- Possess excellent communication and productivity skills, such as oral and written communications, multiple task oriented, and a critical thinker required for problem solving.
- Must be bondable.

The City of Bandera has a zero-tolerance policy regarding drugs. Any offer of employment may be contingent on the successful completion of a drug test.