

Job title: **Treasurer**

Job location: Bandera, TX 78003 United States

GENERAL DESCRIPTION:

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 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 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.

DUTIES, RESPONSIBILITIES, AND EXPECTATIONS:

- Maintain regular, predictable and punctual attendance.
- Establish and maintains effective working relationships with City officials, all employees and the general 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 and judgment with initiative required 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 and City Council advised as to the financial condition and needs of the city. Manage and invest funds in accordance with guidelines and sound financial management.
- 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 an extensive knowledge and compliance in accordance to The State of Texas, Texas Municipal League and any other applicable rules and regulations.
- Responsible to achieving knowledge and compliance of all personnel policies and procedures.
- Must sign a Disclaimer.
- Must sign a Code of Ethics.
- Perform other related duties as required.

MINIMUM EDUCATIONAL and EXPERIENCE QUALIFICATIONS:

Education and work experience in financial management or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job, such as

- High School Diploma or GED with five years of progressive responsible positions in general governmental accounting, preferably in a municipal or public setting.

OR

- Bachelor Degree in Accounting, Finance, or related field with at least 1 year experience in accounting. (preferred)

MINIMUM QUALIFICATIONS:

- Bachelor Degree in Accounting, Finance, or related field with at least 1 year experience in accounting.
- Must live or be 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.

Note: These knowledge, skills and abilities may be demonstrated by a Bachelor's Degree in Government, Political Science, Business Administration or a related field; a Master's Degree in Public Administration or a related field or five years' experience in local government in an upper management position OR any combination of training and experience leading to the desired level of knowledge and skill are acceptable.

Skills and Abilities:

- Incode 9 preferred, but not required;
- Basic Microsoft Office skills in Word, Excel, Outlook, and more;
- Knowledge of principles and practices of centralized budgetary and actual accounting, purchasing, asset and financial management and control;
- Possess excellent communication and productivity skills, such as oral and written communications, multiple task oriented, and critical thinker required for problem solving;
- Must be bondable.

REQUIRED LICENSES:

A valid Texas driver's license

PHYSICAL REQUIREMENTS:

Positions in this area typically require:

- Work is performed in an office setting
- May be subject to repetitive motion such as typing, data entry, and vision to monitor
- May be subject to occasional bending, reaching, kneeling, and lifting
- Must be able to lift up to 30 pounds

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