

Palacios - City Treasurer

Compensation:

Annual Salary \$45,000 to \$55,000

Benefits include Health and Dental Insurance, Life and AD&D Insurance,

Paid vacation and sick leave, paid holidays,

TMRS Retirement 2:1 at 7%

Supervisory Exempt Position

Job Description:

Oversees the financial activities of the city under the administrative direction of the City Manager; is responsible for accounting and fiscal functions of the municipality; works closely with the City Manager and departments in monitoring areas of financial responsibility; oversees the city's budget, cash managements, investment activities, and city audit; supervises and oversees the Utility Billing Department.

Essential Job Duties/Responsibilities:

Essential duties and functions may include the following: Must possess required knowledge skills, abilities and experience and to be able to explain and demonstrate that the essential functions of the job can be performed. Other related duties may be assigned.

Plans, organizes, and directs general ledger accounting including payroll, accounts payable and receivables.

Establishes and oversees accounting procedures and internal controls for cash receipts and disbursements, fixed assets, fund balances, and investment policies.

Manages annual budget preparation process in collaboration with the City Manager; prepares supporting documents for the general, utility, airport, and equipment funds.

Assists outside auditors with the preparation of the annual audit.

Prepares financial summary and forecast reports for revenues, expenditures, and fund balances on a monthly basis.

Provides Economic Development Corporation with monthly financial reports and assists in preparing their annual budget

Advises the City Manager in financial matters

Job Requirements:

Must possess a Bachelor's degree from an accredited college or university with a degree in finance,

accounting, or a related field, or an equivalent combination of education and progressively responsible experience.

Five years of progressively experience in municipal or government accounting, finance, and budgeting or related area.

Knowledge of management of General Obligation and Revenue Bonds.

Knowledge of municipal finance-related computer software applications, including payroll, accounts payable, utility billing, general ledger and budget reporting.

Knowledge of Incode is essential.

Excellent communication skills, both oral and written; proficient skills in MS Office Suite including Excel, Word, and Powerpoint.

Work well under pressure; meet deadlines; plan, organize and prioritize multiple work assignments