

Chapter 1. General Provisions

ARTICLE 1.05. CITY OFFICERS

Division 5. Treasurer

§ 1.05.131. Appointment; supervision; removal.

The city council shall appoint a treasurer of the city, who shall perform duties under the direction of the city administrator, and who may be removed in accordance with chapter 22 of the Texas Local Government Code.

(Ordinance 395 adopted 12/21/21)

§ 1.05.132. Oath.

The treasurer of the city shall, before entering upon the duties of his office, take and subscribe to the following oath or affirmation to be filed and kept in the office of the city secretary: "I solemnly swear (or affirm) that I will support the Constitution and will obey the laws of the United States and of the State of Texas, and that I will, in all respects, observe the provisions of the ordinances of the city, and will faithfully discharge the duties of the office of treasurer."

(Ordinance 395 adopted 12/21/21)

§ 1.05.133. Bond.

The treasurer shall give bond in favor of the city in such amount and in such form as the city council may require with a sufficient surety to be approved by the city council, conditioned for the faithful discharge of the duties of treasurer. The premium on such bond may be paid by the city.

(Ordinance 395 adopted 12/21/21)

§ 1.05.134. Duties.

The treasurer shall do and perform such acts and duties prescribed by statute and as the city administrator and city council may require.

(Ordinance 395 adopted 12/21/21)

§ 1.05.135. Payment of warrants.

The city treasurer, upon presentation to him of any warrant drawn by the proper authority, if there shall be enough money in the depository belonging to the fund upon which the warrant is drawn and out of which the same is payable, shall draw his check as city treasurer upon the city depository in favor of

the legal holder of the warrant, and take up the warrant, and charge the same to the fund upon which it is drawn. In no case shall the city treasurer draw any check upon any fund in the city depository unless there is sufficient money belonging to the fund upon which the warrant is drawn to pay the same. The city treasurer shall not draw any check upon any funds deposited with the depositories which are designated as time deposits until after notice is duly given and the time has expired as required in the contract with the depository in designating said funds as time deposits. No money belonging to the city shall be paid out of the city depository except upon checks of the city treasurer. All such checks shall be payable by the depository at its place of business in the city. In case any bonds or coupons or other indebtedness of the city is payable by the term of such bonds, coupons or other indebtedness at any particular place other than the city treasury, nothing herein shall prevent the governing body from causing the treasurer to withdraw from the depository and to place at the place where such bonds, coupons or other indebtedness shall be payable at the time of their maturity a sufficient sum to meet the same.

(1989 Code, sec. 2-167; 2009 Code, sec. 1.04.137)

§ 1.05.136. Liability for loss of funds.

The city treasurer shall not be responsible for any loss of city funds through negligence, failure or wrongful act of such depository, but nothing in this section shall release the treasurer from responsibility for any loss resulting from any official misconduct on his part nor from responsibility for the funds at any time when for any reason there shall be no city depository, nor until a depository shall be selected and the funds deposited therein, nor for any misappropriation of such funds in any manner by him.

(1989 Code, sec. 2-168; 2009 Code, sec. 1.04.138)

§ 1.05.137. Drawing of checks and warrants; reports.

No check shall be drawn upon the city depository by the treasurer except upon a warrant signed by the mayor and attested by the city secretary. No warrant shall be drawn by the mayor and the city secretary upon any of the special funds created for the purpose of paying the bonded indebtedness of the city, in the hands of the city treasurer, or in the depository, for any purpose whatsoever other than to pay the principal or interest of the indebtedness or for the purpose of investing the special fund according to law. No city treasurer shall pay or issue a check to pay any money out of any special fund created for the purpose of paying interest due on the bonds, or the principal of the bonds, or for the purpose of making an investment of the funds according to law. The treasurer shall report to the city council, on or before its first regular meeting in July in each year, the amount of receipts and expenditures of the treasury, the amount of money on hand in each fund, and the amount of bonds falling due for redemption for which provision must be made, and the amount of interest to be paid during the next fiscal year, and such other reports as the existing law requires.

(1989 Code, sec. 2-169; 2009 Code, sec. 1.04.139)

§ 1.05.138. Audit of books and accounts.

The office of the city treasurer's books and accounts shall be audited annually by a certified public accountant.

(1989 Code, sec. 2-170; 2009 Code, sec. 1.04.140)

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 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain regular, predictable and punctual attendance.
2. Establish and maintain effective working relationships with City officials, all employees and the general public.
3. Perform all duties and responsibilities in a manner consistent with the core values of the City, and consistent with City and Department policies.
4. Work with relative independence and judgment with initiative required to meet operating requirements.
5. Use safe working practices in the performance of duties and ensure proper safety practices are used by all employees.
6. Manage confidential and sensitive issues requiring a high degree of discretion, diplomacy and tact.
7. Work a flexible schedule, which may include evenings, weekends, holidays, overtime and on call.
8. 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.
9. Work with various state and federal agencies and other consultants, contractors and professionals, when necessary and required.
10. Attend all staff, workshops, required training when necessary and required, City Council, and other City Commission meetings.
11. 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.
12. Conduct all financial operations of the City, utility service, payroll, fund investments, liaison with auditors, and purchasing.
13. Generate and distribute periodic financial summaries and reports and year-end closing statements.
14. Responsible for achieving extensive knowledge and compliance in accordance with The State of Texas, Texas Municipal League and any other applicable rules and regulations.

15. Responsible for achieving knowledge and compliance with all personnel policies and procedures.
16. Must sign a Disclaimer.
17. Must sign a Code of Ethics.
18. 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

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 4 years related experience and/or training, and 7 to 11 months related management experience, or equivalent combination of education and experience.

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, PFI 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:

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.

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;

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.

Local Gov't Code Section 22.075

Bond and Duties of Treasurer

The treasurer of the municipality shall execute a bond. The bond must:

be in favor of the municipality;

be in the form and amount required by the governing body of the municipality;

have security approved as sufficient by the governing body; **and**

be conditioned that the treasurer will faithfully discharge the duties of the office.

The treasurer shall receive and securely keep all money belonging to the municipality. The treasurer shall make all payments on the order of the mayor, attested by the secretary of the municipality under the seal of the municipality. The treasurer may not pay an order unless the face of the order shows that the governing body directed the issuance of the order and shows the purpose for which it is issued.

The treasurer shall render to the governing body a full statement of the receipts and payments. The statement must be rendered at the governing body's first regular meeting in every quarter and at other times as required by the governing body.

The treasurer shall perform other acts and duties as the governing body requires.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.