**Job Title: City Treasurer**

**Salary: DOQ**

**Location: Town of Hollywood Park, Texas**

**Open until filled.**

**JOB SUMMARY:**

Under the direction of the Town Mayor, the City Treasurer is responsible for the Town of Hollywood Park’s financial, budget, human resources, purchasing, and grant coordination activities.  This position is responsible for the application of Governmental Accounting, Auditing, and financial Reporting Standards as developed by GFOA and applications of GASB and GAAP as they relate to municipal finance, coordination, preparation and monitoring of financial reporting, cash and treasury management, annual budgeting and planning process to insure long term financial and business strategy, internal audit, human resources and related payroll and employee benefits, grants management, purchasing and capital improvements program.  Position supports all levels of the organization in budget preparation through training and by providing historical information, when appropriate.  The City Treasurer is responsible for the development, recommendation and implementation of policies, programs and procedures that accomplish the goals and objectives of the Department and the Town.  The City Treasurer participates as a member of the Town management team to assist in planning, organizing and implementing goals, objectives and policies to achieve the vision of the City Council.

**ESSENTIAL JOB FUNCTIONS:**

* Assume full management responsibility for all Department services and activities including planning, organizing and directing short and long-range planning programs; recommend and administer policies, procedures and budgets; manage the development and implementation of Departmental goals, objectives, policies and priorities for each assigned service area.
* Allocate, direct, motivate and evaluate Departmental personnel to help: (1) achieve their individual goals; (2) collectively achieve the Department’s mission; and (3) lead to employees’ growth and accountability for their actions.
* Prepare realistic and fiscally sound annual and special budgets to enable the Department to achieve its objectives, including special activities assigned by the Mayor or City Council; ensure that the Department functions within budget appropriations.
* Plan, direct and coordinate, through subordinate level staff, the Department’s work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
* Establish and oversee all of the Town’s financial functions within the Department including accounts payable, accounts receivable, job costing, fixed assets, purchasing, payroll, budgeting, grant and project accounting and coordination, and others as assigned; assure compliance with state, federal and local policies, procedures, rules and regulations.
* Direct the Town’s accounting and reporting operations, including maintaining accounting systems, establishing and maintaining internal financial controls, preparing and directing required financial reports, and conducting internal audits according to established laws, regulations, policies and procedures.
* Direct the Town’s cash management function including collecting, depositing, investing and disbursing public funds controlled by the Town; issues and repays Town debt, collects accounts receivable, provides central cashiering services and manages the Town’s various funds.
* Direct contract management systems; analyze and evaluate contracts to ensure accurate and efficient purchasing and services.
* Prepare and present to the City Council, through the Mayor, an annual statement and report of the financial condition of the Town and other required financial reports.
* Establish policies for and monitor all investment activities for the Town’s investment portfolio.
* Oversee internal and external Town audits.
* Oversee financial system replacement and/or enhancements.
* Assist the Mayor in the preparation and administration of the annual budget and Town-wide capital improvement program; maintain on-going budget supervision.
* Assist the Mayor in developing Town fiscal policy; recommend and approve Town-wide financial policies.
* Monitor financial trends and budgeted revenues and expenditures of the Town to ensure that fiscal responsibility and control is maintained and to assure the fiscal well-being of the Town.
* Report the results of Town financial operations to Town management and the City Council through monthly and quarterly reporting; provide financial analyses, reports and information to Town management and the City Council to optimize effective and responsible decision-making.
* Oversee and coordinate the Town’s human resource functions and provide leadership in designing systems and developing policies for organizational effectiveness and employee satisfaction, including compensation and benefit systems, classification structures, recruitment, employee development and training, performance management, policy administration/compliance, and labor/employee relations.
* Oversee and coordinate the Town’s procurement activities, including maintaining and editing standard forms used in bid/RFP specifications, administering and managing project retainage payment process, maintaining vendor files and procurement records, and approving invoices for payment and preparing checks.
* Oversee and coordinate Departmental special projects; implement regulations, programs, strategies and action plans.
* Perform bi-annual review of Town’s procurement policies and recommend revisions as necessary.
* Monitor grant compliance and serve as fiscal liaison for fiscal affairs with other private and public agencies.
* Administer contracts with outside consulting services as required; advertise, interview, and select consultants; negotiate work programs for subsequent contracts.
* Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of finance, budgeting, human resources, purchasing, and grant management.
* Attend work on a regular and dependable basis. Due to the relationship between this position and the legal requirement that the Town’s budget be approved by September 30 of each year, regular and consistent attendance is particularly important during the months of June, July, August and September each year.
* Respond to and resolve difficult and sensitive citizen inquiries and complaints.
* Interact in a professional and respectful manner with Town staff, officials, other agencies, and the public.
* Perform additional related duties as assigned.

**Requirements**

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

* **Applicant must possess knowledge and experience with Incode software program**
* Local government administration principles, practices, procedures and legal requirements
* Municipal accounting and auditing including enterprise funds
* Generally Accepted Accounting Principles (GAAP)
* Principles and practices of municipal finance administration including budget preparation
* Basic economics
* Financial system design and analysis
* Supervisory and management practices and techniques for municipal government
* Current trends and practices of public human resource administration
* Employee classification, compensation and benefits, recruitment, selection, training and labor relations
* Managerial principles, techniques and practices
* Purchasing methods and procedures
* Sources of supplies, price trends and grades or quality of materials and equipment
* Laws and ordinances governing the purchase of goods and services
* Principles, methods and techniques of contract negotiation, preparation and administration
* Federal and state grant programs and the fiscal procedure required in this specialized area
* Pertinent Federal, State and local laws, ordinances, statutes and regulations
* Effective business letter writing, and report and presentation preparation

**Skills:**

* Write clear, comprehensive explanatory texts to accompany financial reports
* Develop manual and computerized financial systems
* Prepare accounting/financial data projections
* Assist with complex economic development issues and resource allocation issues
* Plan, direct, and administer human resources programs and systems
* Analyze and process purchasing requisitions and vouchers and make purchasing decisions accordingly
* Maintain complex purchasing and inventory records
* Oversee, direct, and coordinate the work of lower level staff
* Provide leadership, counsel, motivation and constructive performance reviews to staff; participate in the development and administration of goals, objectives and procedures
* Plan, develop and maintain complex detailed financial and administrative projects and programs
* Carry out assigned projects to their completion
* Understand the Town’s political environment and sensitivities and function effectively within that environment
* Establish and maintain cooperative and effective working relationships with elected officials, department heads, supervisors, employees, other governmental entities, the media and general public
* Accurately analyze problem situations and adopt an effective course of action
* Effectively represent the Town in situations that are potentially adversarial or stressful
* Analyze and assess programs, policies, organizational needs and make appropriate adjustments
* Use financial software and MS Office and determine whether new technology (hardware or software) will improve departmental results
* Effectively manage time and coordinate a variety of projects between various departments in a timely and efficient manner
* Prepare clear and concise administrative, financial and analytical reports
* Effectively present program issues to a variety of audiences
* Develop policy guidelines and/or decisions
* Resolve conflicts and gain cooperation among competing interest groups

**Ability to**:

* Apply sound administrative and fiscal practices
* Communicate clearly and concisely, both orally and in writing, to a diverse audience; establish and maintain effective working relationships with Town staff and officials, other government officials, community groups, the general public, non-governmental organizations and media representatives
* Identify, implement and refine the Department’s organizational structure to generate desired results as efficiently as possible
* Identify the Department’s future direction in response to changing community needs, and to develop, implement and monitor appropriate plans, schedules and action steps
* Prepare and administer complex budgets
* Interpret and apply applicable Federal, State and local policies, laws, and regulations

**Education:**  Bachelor’s degree from an accredited college or university, accounting, finance, or related field.  Master’s Degree and Certified Public Accountant preferred.

**Experience:**

* A minimum five years’ experience in governmental financial management which included oversight of audit functions, budget preparation, debt administration, human resources, purchasing and/or grants management, including three years supervisory experience.

*Any work-related experience resulting in acceptable proficiency levels in the above Minimum Qualifications is an acceptable substitute for the above-specified education and experience requirements.*

**WORKING ENVIRONMENT:**

Work is performed in an office setting.

The employee may be subject to:

* Work requires sitting at a desk for extended periods of time, using a PC workstation for extended hours, and lifting up to 20 pounds on occasion
* Walking, sitting, standing, bending and reaching is required
* Exposure to adverse weather conditions is minimal
* Physical requirements include visual acuity, speech and hearing
* Hand and eye coordination and manual dexterity are necessary to operate computer keyboard and basic office equipment
* The noise level in the work environment is usually moderately quiet
* Attendance at night meetings required

**DISCLAIMER**

Passing of a background check, physical and drug test are required for all positions prior to final offer. The Town of Hollywood Park an Equal Opportunity Employer.

**APPLICATION SPECIAL INSTRUCTIONS**

Applicants must submit a cover letter, resume, and application to [jhugghins@hollywoodpark-tx.gov](mailto:jhugghins@hollywoodpark-tx.gov).

[Application-Employment](../JH/New%20Employee%20Packet/10%20Application-Employment%20%20%20%208-2020.pdf)

[www.hollywoodpark-tx.gov](http://www.hollywoodpark-tx.gov)