



CITY OF CREEDMOOR
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CREEDMOOR, TEXAS. 78610
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Job Title:	City Treasurer
Job Type:	Full-Time, Exempt
Job Location:	City of Creedmoor Office
Division:	
Reports to:	Administrator and 2 Board of Aldermen
Date Approved:	July 18, 2024

Job Summary:

The City Treasurer plays a critical role in overseeing the financial management and accounting operations of the city. This position is responsible for ensuring sound financial practices, maintaining accurate records, and providing strategic financial guidance to support the city's fiscal health. The City Treasurer coordinates with the Administrator and the Board of Aldermen. The director collaborates with all departments to ensure prudent financial decision-making.

Responsibilities:

- Coordinates with the City Administrator to develop and implement financial policies, procedures, and internal controls to safeguard city assets and maintain compliance with applicable laws and regulations.
- Coordinates with the City Administrator with the preparation and management of the city's annual budget, working closely with department heads to ensure budgetary adherence and responsible resource allocation.
- Analyze financial data and provide timely, accurate, and comprehensive financial reports to city management and City Council.
- Manage all accounting functions, including accounts payable, accounts receivable, payroll, and general ledger activities.
- Monitor revenue and expenditure trends to identify potential financial challenges or opportunities for improvement.
- Assist in the preparation of long-term financial plans and forecasts to support strategic planning initiatives.
- Coordinate the annual audit process with external auditors and provide necessary documentation and support.
- Ensure compliance with tax regulations, debt obligations, and other financial obligations of the city.
- Ensures Procurement procedures are followed by all departments

- Stay updated on financial best practices and industry trends to provide innovative solutions for financial management in compliance with (GAAP) General Accepted Accounting Principals.
- Collaborate with city officials and departments to develop and evaluate financial policies and initiatives.
- Provide financial guidance and support to city departments, assisting them in managing their budgets effectively.
- Foster transparency and communicate financial information to the public and other stakeholders.
- Coordinate with bidding process.
- Other duties, as necessary.

Qualifications:

- Bachelor's degree in finance, accounting, business administration, or a related field. An advanced degree or professional certification (e.g., CPA, CMA) is a plus.
- Substantial experience in financial management, accounting, or related roles, preferably in a municipal or government setting.
- Strong knowledge of accounting principles, budgeting practices, and financial analysis techniques.
- Familiarity with municipal finance laws, regulations, and reporting requirements.
- Excellent analytical and problem-solving skills with an attention to detail.
- Proven leadership and management abilities to oversee financial staff and work collaboratively with other city departments.
- Exceptional communication and presentation skills to convey complex financial information to diverse audiences.
- Proficiency in financial software, spreadsheets, and other relevant tools.

Working Conditions:

The City Treasurer primarily operates within an office environment located in the city's administrative building. The position may involve attending city council meetings, budget hearings, or other events related to financial matters. Availability during evenings or weekends may be necessary to meet deadlines or attend special meetings.

Equal Opportunity Employer (EOE):

The City of Creedmoor is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or protected veteran status.