

## Gun Barrel, TX Code of Ordinances

**Section 4.03 TREASURER, ASSESSOR/COLLECTOR.**

- (1) The City Council shall, after consultation with the City Manager, appoint or remove a Treasurer, Assessor/Collector upon the affirmative vote of two-thirds of the full membership of the City Council.
- (2) The Treasurer, Assessor/Collector shall:
  - (a) Report to the City Manager for daily work direction, thereby avoiding conflicts between the City Council members, the Mayor and the City Manager.
  - (b) Performs all financial accounting and reporting activities for all City funds.
  - (c) Prepares and executes complete timely payment of all bills and other financial transactions, and accuracy of all accounting records; enter data pertaining to Miscellaneous Receivables and Municipal Court transactions.
  - (d) Reviews input documents for propriety of account coding, compliance with procedures, adequate supporting documentation, etc.
  - (e) Prepares reconciliation of all bank statements and tax records.
  - (f) Prepares interim financial statements for all funds in accordance with Section 22.075 of the Local Government Code.
  - (g) Responsible for all payroll reconciliation and employee records.
  - (h) Performs complex research and analysis to identify and resolve accounting problems.
  - (i) Performs internal audit control of Tax records, Park revenues, and Municipal Court fines and records.
  - (j) Prepares schedules, analysis and draft financial statements for external audit purposes.
  - (k) Assists in the preparation, analysis, and review of estimates of revenues, reimbursements, expenditures, fund conditions, or other proprietary and budgetary accounts; analyzes and verifies financial reports and statements, accounts and records of expenditures and revenues for budget preparation. Prepares budget work papers and final yearly budget according to Mayor/Council recommendation.
  - (l) Assists/recommends/oversees hardware and/or software, i.e. maintenance, administering security codes, training.
  - (m) Monitors all expenditures to ensure appropriations are not exceeded.
  - (n) Handles asset transfers among activities; organizes, directs, and controls the retention of historical accounting, ensuring that all information is safely stored and available on short notice.
  - (o) Performs other fiscally related tasks as assigned.