

JOB ANNOUNCEMENT FOR THE CITY OF EAGLE LAKE

BUDGET OFFICER

JOB DESCRIPTION: The City of Eagle Lake is seeking a highly ethical, highly motivated individual to serve as the Budget Officer for the City. Under the direction of the City Manager, the Budget Officer of the City of Eagle Lake is designated as the Investment Officer and oversees the financial activities of the entire city; is responsible for all accounting and fiscal functions of the municipality. Works closely with the City Manager and Department Heads in monitoring areas of financial responsibility, budgeting, and audit preparation. Oversees the city's budget, cash management, investments, debt and city audit. The Budget Officer prepares financial documents for City Council meetings, requests for information from the public, and internal requests from Department Heads and employees. Assists in directing and controlling grant applications and requests for proposals; and compiles and submits grant expenditure reports to appropriate agencies. The successful applicant is required to work well with other Department Heads, the City Council and the City Manager and to be responsive to the public.

QUALIFICATIONS/REQUIREMENTS: Education and/or progressively responsible experience in finance, accounting, or a related field; knowledge of government accounting principles established by the Government Accounting Standards Board (GASB) is preferred; multiple years of progressively responsible experience in local government accounting, finance and budgeting is preferred; knowledge of finance-related computer software applications, including payroll, accounts payable, inventory control, utility billing, general ledger, fixed asset and budget reporting; knowledge of federal, state, and local regulations regarding sales tax, hotels tax and exemptions; excellent communication skills; and knowledge of Incode accounting software is preferred.

EDUCATION/EXPERIENCE: Minimum of Bachelor's degree, Accounting degree preferred; years of government accounting experience may be substituted for degree; and 3-5 years progressively responsible government accounting experience.

SALARY: D.O.Q. The City of Eagle Lake provides exceptional medical coverage - employer paid health, dental, vision, life/ADD. TMRS Retirement: Employee contribution 6%, City match 2:1, 5-year vesting. Vacation accrual and holiday leave are provided in accordance with current Personnel Policies and FLSA.

APPLICATION DEADLINE: Open until filled. Applications are available at City Hall, 100 E. Main or online at <https://www.coeltx.net>. Completed application can be submitted in person or by mail to City of Eagle Lake, P.O. Box 38, Eagle Lake, TX 77434. Random drug testing; EOE.

CONTACT: Charles "Tink" Jackson, City Manager. Email: citymanager@coeltx.net

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

*The City of Eagle Lake is an Equal Opportunity Employer and encourages applications from eligible and qualified persons regardless of race, gender, color, religion, national origin, age, disability, sexual orientation, or gender identity.
The City of Eagle provides reasonable accommodations to applicants with disabilities on a case-by-case basis.
If you need a reasonable accommodation for any part of the application or hiring process, please contact the City of Eagle Lake at (979) 234-2640.*

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