ORDINANCE NO. 934

AN ORDINANCE CREATING A POSITION ENTITLED "FINANCIAL DIRECTOR"; ESTABLISHING APPOINTMENT, RESPONSIBILITIES, DUTIES, AND PROVIDING A SAVINGS CLAUSE.

WHEREAS, the City of George West, Texas, acting by and through its duly elected City Council, is hereby establishing the position of Financial Director to enhance and manage the financial well-being of the citizens of the City of George West, Texas; and

WHEREAS, the City of George West, Texas City Charter specifically grants the City Council the right, without limitation, to establish administrative departments and distribute the division's work.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of George West, that the following statements of appointment, responsibility, duties, special knowledge, and abilities shall hereby read and be as follows:

Section 1. Appointment.

The city council shall appoint a Financial Director. The Financial Director shall be appointed for an indefinite period and shall be subject to discharge at the will of the city council.

The City Council shall choose the Financial Director solely based on executive and administrative qualifications with special reference to actual experience in, or knowledge of, accepted practice in respect to the duties of the office hereinafter set forth.

Section 2. Removal of Financial Director.

The Financial Director shall serve at the will and pleasure of the city council and, as a municipal officer, may be removed or suspended in accordance with V.T.C.A., Local Government Code § 22.077.

Section 3. Responsibility and Duties.

Under the authority of the City Council and the City Manager, the Financial Director of the City of George West is responsible for overseeing the municipality's comprehensive financial operations. This includes managing all accounting and fiscal functions. The Financial Director will collaborate closely with the City Council, City Manager, and various Department Heads to ensure effective monitoring of financial responsibilities, budget formulation, and audit preparation processes. The Financial Director's responsibilities encompass overseeing the city's budgetary allocations, cash management, investment strategies, debt management, and the city audit. Furthermore, the Financial Director will prepare essential financial documents for City Council meetings, address public information requests, and fulfill internal requests from

Department Heads and employees. It is imperative that the Financial Director fosters effective working relationships with Department Heads, the City Council, and the City Manager while remaining responsive to public inquiries. The Financial Director must conduct all business in strict adherence to city policies and procedures, as well as comply with applicable state and federal laws.

Section 4. Knowledge, Skills, and Abilities.

- A bachelor's degree from an accredited university in finance, accounting, or a related field is preferred. Alternatively, an equivalent combination of education and progressively responsible experience will be considered.
- Familiarity with government accounting principles established by the Government Accounting Standards Board (GASB) is preferred.
- A demonstrated history of multiple years in progressively responsible roles within local government accounting, finance, and budgeting is preferred.
- Proficient knowledge of finance-related computer software applications, including payroll, accounts payable, inventory control, utility billing, general ledger, fixed asset management, and budget reporting, is essential.
- Understanding of federal, state, and local regulations concerning sales tax, hotel tax, and exemptions is required.
- Strong communication skills are imperative.
- Knowledge of Incode Accounting Software is preferred.
- Additional responsibilities may be assigned as required.

Section 5. Minimum Requirements for Position.

- High school diploma or GED, Associate’s or Bachelor's Degree preferred.
- 3-5 years progressively responsible accounting experience.
- Texas driver's license.
- The capacity to be financially bonded for the fiscal obligations of the City.

Section 6. Physical Requirements.

Positions within this category typically necessitate physical activities including climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing, and engaging in repetitive motions. Individuals may be required to carry, hold, lift, push, and pull a minimum weight of 30 pounds of computer paper and to retrieve records and/or supplies from the storage area.

Section 7. Work Hours.

The position is offered on an as-needed basis, as determined by the City Council.

Section 8. **Savings Clause.**

If any section, subdivision, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of the Ordinance.

Any previously enacted Ordinance found to be in conflict herewith is expressly repealed only to the extent that such conflict exists.

This Ordinance shall become effective from and after the date of its final passage as provided by law.

FIRST READING OF THIS ORDINANCE PASSED AND APPROVED ON THIS _____ DAY OF _____, 2025.

_____
Andrew J. Garza, Mayor

ATTEST: _____
D'Ann Lane, City Secretary

SECOND READING OF THIS ORDINANCE PASSED AND APPROVED ON THIS _____ DAY OF _____, 2025.

_____
Andrew J. Garza, Mayor

ATTEST: _____
D'Ann Lane, City Secretary