



City Treasurer

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Welcome to Devine

Established with the arrival of the International-Great Northern railroad in 1881, Devine was named for railroad lawyer (and San Antonio Judge) Thomas Jefferson Devine. The town was incorporated in 1904 with a population of just over 500. Devine got a boost over other South Texas communities when it became irrigated from waters of Medina Lake in 1915.

Rain-dependent cotton producing land became a verdant landscape of corn and vegetable crops. The irrigation also doubled the population of the town to around 1,000 residents and it managed to maintain that level through the Great Depression. Its proximity to San Antonio has been a source of growth for the town and by the late 1980's it had grown to over 4,000 residents. The 1990 census counted 3,928 residents which rebounded to 4,140 for the 2000 census.

Devine offers a neighborly atmosphere, strong sense of community and is a safe city. It has an estimated 2025 population of 4,700 residents and enjoys an estimated household income of \$45,703.00. The city has a lower cost of living and it strikes a balance between rural charm and modern convenience. Its 30 minute drive to downtown San Antonio makes it attractive for those seeking city life along with a rural lifestyle. Area attractions in Devine include the Devine Acres Farm and the Devine Golf Course. The town is also home to many area festivals and the Bogey Nights Golf Tournament.

Position Overview

Under the direction of the City Administrator, the City Treasurer is the general accountant for the City and is responsible for maintaining records of receipts and disbursements for the City, crediting accounts allowed by proper authority, maintaining a register of bonds and bills issued by the City, rendering full and correct statements of all receipts and payments to the City Council during their regularly scheduled meetings or as required, preparing payroll records, administration of grants, compiling and analyzing financial information as requested, administration of audits and monitoring city investments.

The successful candidate will ensure that the daily operations that fall under their purview align with the City Council's vision, department policies and community goals as overseen by the City Administrator. The position will manage and coordinate department projects, monitor department expenditures, and ensure the department's adherence to federal, state and local laws. The position will further provide data, background information and guidance to the City Administrator so that the City Administrator has the confidence to make informed decisions regarding the City's budget and finances.

The holder of the position will be expected to actively participate in the Government Finance Officers' Association (GFOA) of Texas so that their knowledge and professionalism in government finance is current and within best practices. As another means to promote excellence in finance, the successful applicant will be a participant in regional GFOA events.

As a leader in the organization, this position is expected to demonstrate exemplary character. This position plays an integral role in representing the City to residents, developers, business owners, members' of the media, neighboring communities, regional organizations, and state and federal agencies.



The Ideal Candidate

Minimum Qualifications

- High School Diploma or General Education Degree (GED)
- Two (2) years' experience in municipal government accounting

Preferred Qualifications

- Bachelor's Degree in Accounting, Business Administration, Public Administration, or a related field.
- Five (5) years' experience in municipal government accounting.

Knowledge, Skills, and Abilities

- Ability to analyze financial information detailing assets, liabilities and capital.
- Knowledge of balance sheets, profit & loss statements, and other reports that articulate a city's financial position.
- Ability to work with city's computer programs.
- Ability to read, analyze and interpret professional journals, technical procedures and government regulations.
- Ability to write reports, business correspondence and procedures manuals.
- Ability to effectively present information and respond to questions from City Council, Customers and the General Public.
- Ability to calculate figures such as interest, commissions, proportions, percentages, areas, circumference and volume.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Knowledge of general accounting systems.

Compensation & Benefits

Salary Range:

The Town of Devine is offering an estimated salary range of \$80,917 to \$97,100 for this position commensurate with experience & qualifications.

Benefits:

The organization also provides a competitive benefits package including medical insurance with dental and vision options, as well as term life insurance. Additional benefits include paid holidays, sick leave, vacation leave and longevity pay after one year of service.

The Town of Devine participates in the Texas Municipal Retirement System (TMRS), which pairs a 6% employee contribution with a 1.5:1 employer match.



How to Apply

The City of Devine is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is the City's intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.



Candidate materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include virtual interviews with the most qualified candidates and final interviews with the City and its representatives. Appointment is subject to completion of a thorough background and reference verification.

The position is open until filled.

First review deadline is 5 p.m. on June 13, 2025.

Please e mail your cover letter and resume in .pdf format to applydevinetreasurer@clearcareerpro.com
Faxed and mailed submissions will not be considered.

For more information on this position, please contact:
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