

REVENUE SUPERVISOR

DEFINITION

Under general supervision, supervise and participate in the billing and collections functions of the city's revenue division of the Finance Department; collect delinquent accounts due to the city; enforce City ordinances related to business licensing; prepare monthly investment reports and related schedules; supervise cash receipt and control of other types of remittances and perform related work as required. Under general direction, supervises, assigns, reviews, and participates in the work of staff responsible for performing detailed accounting work related to general accounting, budget and cost systems for the City. Assists with the preparation of the annual City budget, financial statements, and reports required by other government agencies; perform a variety of advanced and complex professional accounting work; and perform related work as required; perform bank reconciliations for various accounts as assigned; research financial information and prepare reports; retrieve requested financial information; and perform related work as required. Responsible for annual closing of ledgers and required reconciliations as directed. Perform other duties as assigned.

MANAGEMENT RESPONSIBILITIES

This is a supervisory position with responsibility for coordinating and overseeing the work of staff assigned to the billing and collection functions and staff assigned to accounting functions, professional and/or clerical staff. This includes training personnel, developing collection schedules, and evaluating results of the City's revenue and collections efforts as well as account reconciliations and year end close.

EXAMPLES OF DUITES

Represents the City in small claims court and contact citizens in matters concerning delinquent account collection; conducts field inspections and enforces business license ordinances; interprets City policies and procedures as they relate to billing and collection functions; insures that license applications are promptly processed and fees collected; oversees the collection and reconciliation of daily cash receipts including the preparation of bank deposits; performs a variety of complex account and statistical recordkeeping; prepares monthly investment reports and related schedules; prepares records for use by other government agencies; reconciles and disburses petty cash prepares aging reports for account receivable; represents assigned functions with citizens, community organizations, and other government agencies as delegated. Performs a variety of complex and technical work assignments in support of the City's Finance Department; prepares or provides technical assistance on a variety of administrative and/or finance-related projects; evaluates and develops fiscal practices in accordance with generally accepted accounting principles and within the scope of

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EXAMPLES OF DUTIES (cont.)

legal requirements; conducts research and prepares reports; collects, analyzes and monitors financial data; prepares a variety of monthly financial and management reports; determines appropriate account and funding sources; posts financial transactions according to established accounting principles and procedures; oversees and participates in General Ledger and subsidy account posting, balancing and reconciling; performs data analysis for monthly reports, investments and special funds; prepares notes, narrative reports and balance sheets for the Comprehensive Annual Financial Report; develops and maintains complex spreadsheets utilizing Excel; administers grant funded programs or capital projects; provides training and technical assistance for clerical and office support personnel; assists with and participates in the City's external audit procedures; represents assigned department at meetings and may be required to attend City Council and Investment Committee meetings; Performs a variety of professional accounting work in the City's Finance and Services Department; maintains the City's general ledger system and supporting journals; reconciles monthly bank statements with ledger accounts, identifying and resolving discrepancies; prepares special and regular fiscal reports and statements for City management and other City staff; researches special financial information for the resolving of financial problems; retrieves financial data as directed; may provide general assistance in the budget development and administration processes; maintains and updates monthly cash receipt comparisons for other City staff; insures full completion and analysis of journal entries. May provide training in accounting principles and techniques for technical and office support staff; coordinates assigned accounting activities with requisite data processing system entry and reporting; provides financial information for other City staff.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Financial analysis and research.
- Principal, methods, and practice of account and statistical record keeping.
- City codes, laws, regulations, and policies related to licensing, billing, collection, and customer service function.
- Cash management techniques.
- Operations, services, and activities of financial management and accounting programs.
- Generally accepted governmental accounting principles, practices, and techniques of financial reporting, accounting, auditing and financial recordkeeping.
- Principles of supervision, training, and performance evaluation.
- Methods and techniques of accounting and general ledger maintenance.

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DESIRABLE QUALIFICATIONS (cont.)

- Applicable City, County, State & Federal codes, regulations, ordinance, and affecting City finance functions.
- Financial statement preparation and financial reporting.
- Basic knowledge of computer applications to financial record keeping.
- Financial budgets and concepts

Ability to:

- Supervise, organize, and review the work of lower level staff.
- Perform a variety of professional accounting and ledger assignments.
- Research, analyze and present appropriate data related to finance and accounts.
- Prepare financial reports and statements.
- Apply investment principles and practices.
- Provide training and technical assistance to clerical and professional staff.
- Develop and maintain complex spreadsheets utilizing Excel and other financial-related software.
- Analyze and interpret laws, rules and regulations, and apply them to various situations.
- Determine whether or not all proper licenses and permits should be obtained.
- Identify discrepancies between actual and reported operations.
- Prepare a variety of reports and presentations.
- Effectively represent the City's billing and collection, and customer service functions with concerned individuals, organizations, and other government agencies as delegated.
- Communicate effectively orally and in writing.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of education and experience that would likely provide the required knowledge and abilities as qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited "four" year college or university with major coursework in finance, accounting, business administration or closely related field.

Work Background: Three years of progressively responsible and varied professional experience with public finance and accounting functions, preferably including some experience in a supervisory position.

November 1999 (Res. 99-111)
July 2011 (Res. 11-58)

November 2011 (Res. 11-103)