JOB DESCRIPTION



JOB IDENTIFICATION							
Job Title:	Revenue Accountant	Pay Grade:	EAP-8				
Department:	Finance	FLSA Status:	Non-Exempt				
Location:	Municipal Building	Reports to Position:	Finance Director				
Effective Date:	July 6, 2018						

JOB SUMMARY

Under the direction of the Finance Director, ensures the city's revenues are received and recorded accurately and timely. Obtain a thorough knowledge of the revenue collection function. Serves as a liaison between the Revenue Collection and Accounting Functions of the Finance Department to ensure the proper recording and reporting of all revenue activity. Assists with the cash management functions of the department.

ESSENTIAL JOB DUTIES/RESPONSIBILITIES

The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.

- Researches, understands and ensures that state laws, regulations and city procedures are followed in regard to accounting and revenue collection guidelines
- Stays abreast of laws and regulations affecting all revenue sources for the City
- Reviews and ensures that the Revenue Clerks understand, process and record revenue in the appropriate accounts and funds
- Verifies the accuracy and timeliness of funds received from city departments, accuracy of bank deposits and the proper recording and depositing of revenue in the correct funds and accounts
- Posts daily deposits prepared by the Revenue Clerks
- Review accounts to ensure revenue is posted in a timely manner to the correct account and fund

- Researches variances in revenue transactions
- Assists in financial reporting and preparation of information needed for the annual external audit
- Administer petty cash counts of working fund and petty cash used by departments for operations
- Assists with cash management and reconciliation of bank accounts and accounts receivable subsidiary ledgers
- Verifies the accuracy of information in the financial information system (Munis)
- Ensures efficient operations of the Revenue Collection Division by assisting the Revenue Clerks when needed in greeting customers and issuing business licenses
- Understanding of the regulations and fee structures for business licenses, taxes and all other revenue sources collected by the City including calculation of the appropriate amounts to be collected and appropriately records and reports revenue
- Maintain and provide reports to administration on a monthly basis showing revenues collected from all revenue sources
- Effectively and professionally communicates with customers on policies and procedures regarding revenue collection
- Maintain work area in an organized and neat manner

QUALIFICATIONS

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

Education/Training

Bachelor's Degree in Accounting or Finance

Experience

Three (3) years of accounting or finance experience, preferably in a governmental setting Extensive experience in relative field preferred

Licenses or Certifications Required

N/A

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

Knowledge of:

- City ordinances and state laws and regulations governing city taxes and fee structures
- Revenue procedures, records and reports <u>Ability to:</u>
- Read and comprehend procedures, regulations, fee schedules and related documents of moderate complexity

- Effectively use written communication to prepare forms, reports, memoranda, letters and document processes and procedures
- Effectively use verbal communication in working with individuals in person, electronically and via telephone
- Use mathematical skills to calculate fees and taxes due by effectively adding, subtracting, multiplying and dividing figures in performing calculations involving decimals and percentages as well as balancing numerical tables
- Utilize computer skills including software for word-processing, spreadsheet creation and maintenance, database utilization and other specialized accounting and financial software
- Utilize customer service skills to interact effectively with citizens to promote a positive image for the City
- Build and maintain relationships with other employees and supervisors
- Work from an administrative direction in terms of broadly defines goals
- Plan activities and work efficiently to meet deadlines
- Work non-duty hours including weekend or holidays when necessary

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodations needed to perform the essential duties of this position.

Environment: Work location will be indoors with potential for overnight travel to attend and participate in training, seminars and workshops

Physical Demands: See accompanying page for details

Key Working Relationships: Other Finance Department employees to include Finance

Director, Comptroller and Revenue Clerks, local businesses and citizens

APPROVAL/ACKNOWLEDGEMENT		
Department Head	Finance Director	Date
Human Resources Director	HR Director	Date
City Manager	<u>City Manager</u> _{Title}	Date
Incumbent Employee Printed Name and Signature		Date

PHYSICAL REQUIREMENTS – REVENUE ACCOUNTANT

	of the time	11%-33% of the time	34%-66% of the time	67%-100% of the time		Rare 0%-10% of the time	Occasional 11%-33% of the time	34%-66% of the time	Continuou 67%-100% of the time
					EQUIPMENT USE & OPERATION				
1-10 lbs	x				Motor Vehicle	x			
11-20 lbs	x				Heavy Equipment				
21-50 lbs	x				(Backhoe, dump truck)	х			
					Large Apparatus (Fire Truck, Street	х			
51-75 lbs	x				Sweeper) Small Equipment				
76-100 lbs	х				(Mower)	Х			
PUSH/PULL			Handheld tool/equipment (tamps, weed eaters, shovel)	x					
1-10 lbs	x						/ \A/ITLI /NIC		
11-20 lbs	х				Machinery		K WITH/NE		
21-50 lbs	х				Electricity	Х			
					Power Tools	X			
51-75 lbs	Х				Impact Tools Chemicals	X X			
76-100 lbs	х				Fumes	X			
					Heights	Х			
		MOVEMEN	IT			ENV	IRONMEN	т	
Bend/Stoop/	х				Indoors				Х
Twist					Outdoors	X			
Crouch/ Squat	х				Extreme Heat Extreme Cold	X X			
Kneel/Crawl	х				Dusty	x			
	^				Excessive Noise	Х			
Reach Above Shoulders	х				Other (explain)	Х			
Reach Below Shoulders	x								
Repetitive	x					ENDURANCE			
Arm Use Repetitive					Task	Hours at One	e Time T	otal Hours in an	8 Hour Day
Wrist Use			Х		Sit	3		8	
Repetitive					Stand	<1		1	
Hand Use a) grasping	x				Walk	<1		1	
	x				Additional Considerations (including clarification of any of the				
b) squeezing Climb					above)				
Stairs/Ladder	X								
Uneven Walking Surface	x								
Even Walking Surface	x								
Junace	1	1	1	<u> </u>					
					1				
	HFARIN	G/VISION/I	DEXTERITY						

 Hearing Acuity
 X

 Visual Acuity
 X

 Manual dexterity
 X