

# JOB DESCRIPTION



## JOB IDENTIFICATION

<i>Job Title:</i>	Revenue Accountant	<i>Pay Grade:</i>	EAP-8
<i>Department:</i>	Finance	<i>FLSA Status:</i>	Non-Exempt
<i>Location:</i>	Municipal Building	<i>Reports to Position:</i>	Finance Director
<i>Effective Date:</i>	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

#### Ability to:

- 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

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

# PHYSICAL REQUIREMENTS – REVENUE ACCOUNTANT

Rare  
0%-10%  
of the time

Occasional  
11%-33%  
of the time

Frequent  
34%-66%  
of the time

Continuous  
67%-100%  
of the time

LIFT/CARRY				
1-10 lbs	X			
11-20 lbs	X			
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

PUSH/PULL				
1-10 lbs	X			
11-20 lbs	X			
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

MOVEMENT				
Bend/Stoop/ Twist	X			
Crouch/ Squat	X			
Kneel/Crawl	X			
Reach Above Shoulders	X			
Reach Below Shoulders	X			
Repetitive Arm Use	X			
Repetitive Wrist Use			X	
<b>Repetitive Hand Use</b>				
a) grasping	X			
b) squeezing	X			
Climb Stairs/Ladder	X			
Uneven Walking Surface	X			
Even Walking Surface	X			

HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity		X	
Visual Acuity		X	
Manual dexterity		X	

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EQUIPMENT USE & OPERATION				
Motor Vehicle	X			
Heavy Equipment (Backhoe, dump truck)	X			
Large Apparatus (Fire Truck, Street Sweeper)	X			
Small Equipment (Mower)	X			
Handheld tool/equipment (tamps, weed eaters, shovel)	X			

WORK WITH/NEAR				
Machinery	X			
Electricity	X			
Power Tools	X			
Impact Tools	X			
Chemicals	X			
Fumes	X			
Heights	X			

ENVIRONMENT				
Indoors				X
Outdoors	X			
Extreme Heat	X			
Extreme Cold	X			
Dusty	X			
Excessive Noise	X			
Other (explain)	X			

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	3	8
Stand	<1	1
Walk	<1	1

**Additional Considerations (including clarification of any of the above)**