

MAJOR FUNCTIONS

This is responsible professional and administrative work in managing the revenue-related activities for the Revenue and Collections Division of the Treasurer-Clerk Department. Duties include providing professional supervisory assistance to subordinates as well as assisting the Deputy City Treasurer-Clerk in the development and implementation of financial policies. The incumbent directs the activities of receiving, recording and depositing all monies of the City. Work is performed under administrative direction, and the incumbent exercises independent judgment and initiative in the performance of work tasks. Work is reviewed by observation of results obtained, review of reports and internal controls.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Manages the activities of the Revenue and Collections Division. Establishes and monitors internal controls and procedures for the collection, safekeeping and deposit of all City monies. Supervises the collection of utility bills, recreation fees, airport fees, cemetery fees, parking meter fees, police parking tickets and all other monies collected by the City. Develops quality and productivity improvement capabilities to improve services and effectiveness. Establishes and monitors internal controls and procedures relating to collection of revenues and operation of petty cash funds by all City personnel. Coordinates the development and design of data processing systems needs to meet the demands and requirements of collecting and processing utility payments and other revenues. Recommends the selection, transfer, promotion, grievance resolution, discipline and dismissal of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Prepares and administers division budget. Performs related work as required.

Other Important Duties

Collects and analyzes data relating to revenue flows and recommends systemic changes as appropriate. Conducts training for operating departments regarding methods and controls for the collection and safekeeping of cash. Performs related duties as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of internal control practices and procedures. Thorough knowledge of federal and state requirements related to the collection of revenues. Thorough knowledge of the principles and practices of government financial management. Thorough knowledge of financial and statistical analysis techniques (internal rate of return, present value, knowledge of break-even analysis, regression analysis). Thorough knowledge of governmental accounting principles. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to prepare complex analytical, financial, statistical and administrative reports. Ability to plan, organize, direct and train employees in complex assignments. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to prepare reports and express ideas clearly and concisely, orally and in writing. Possesses management style and values which are consistent with the City's mission and values. Demonstrates interpersonal facilitation and communication skills. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in accounting, finance, business administration or a related field and four years of professional experience in accounting, finance, or in a business activity requiring the collection and processing of large sums of cash transactions; or an equivalent combination of training

and experience. Two years of the required experience must have been in a supervisory capacity. A master's degree in one of the above areas, or possession of a CPA or CIA certificate may substitute for one year of the required experience.

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