

**Accounting & Revenue Supervisor
Department of Finance**

Class Title: Accounting & Revenue Supervisor
Department of Finance

Class Definition: Highly responsible professional performing management and administrative duties in the financial areas of accounting and revenue. A person in this position works under the direct supervision of the Finance Director.

Distinguishing Features of Work: Performs a variety of complex managerial and professional services in the support of accounting and revenue, while receiving guidance from the Finance Director. The incumbent also performs a variety of administrative and technical work including accounting, finance, revenue collection, compilation of financial statements, budgeting, pension investment accounting, and all City bank account reconciliations.

Examples of Work: (Note: The following examples of work are only illustrative of the kind of work to be performed by persons of this class, and are not intended to be all-inclusive or exclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The incumbent will perform work duties such as the examples outlined below:

- **Revenue Collection** – The incumbent will supervise the City’s revenue agents, and City’s revenue clerk, and the City’s utility billing specialist and will be responsible for maximizing the collection of all City accounts.
- **Compliance of Financial Statements** – The incumbent will be responsible for the monthly, quarterly, and annual compilation of City financial statements. The incumbent will be responsible for providing monthly statement to Department Directors and Council. The annual statements will be provided to the City auditor for review and inclusion in the City’s Comprehensive Annual Financial Report (CAFR).
- **Budget Preparation** – The incumbent will be responsible for assisting the Directors of Finance prepare the City budget for the City Administrator, who presents the budget to the Mayor, who, in turn, presents the budget to City Council.
- **Pension Investment Accounting** – The incumbent will be responsible for the accounting and administrative duties of all pension investment accounts. The incumbent will be the Secretary to the Aggregated Pension Board and will be responsible for maintaining the minutes from all four City pension boards.

- **City Bank Account Reconciliations** – The incumbent will be responsible for all City bank account reconciliations.

Tools and Equipment Used: Personal computer, accounting software, Excel, and Word; central financial computer system, including billing system software; telephone; calculator; copy machine.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet.

Necessary Knowledge, Skills and Abilities: Considerable knowledge and background of modern governmental accounting theory GASB, principles, and practices; considerable knowledge of internal control procedures and management information systems; working knowledge of office automation and computerized financial applications; Considerable knowledge of applicable City policies, laws and regulations affecting the gathering, storing, and reporting of information, both internally and to various external governmental agencies. Familiarity with the Taxpayers Bill of Rights and other applicable ordinances and laws. Some knowledge of public finance and fiscal planning; considerable knowledge of accounting and reporting systems; Skill in operating the listed tools and equipment; Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to accurately account for city funds; ability to establish and maintain effective working relationships with employees, city officials. Must have the ability to maintain confidentiality in all matters. Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, and City officials. Ability to conduct necessary background research and compile comprehensive reports.

Desired Minimum Qualifications Required for Appointment: Graduation from an accredited four-year college or university with a bachelor's degree in accounting, finance, or a Master's in business administration, or a closely related field, and one (1) year of progressively responsible municipal accounting or finance work, or any equivalent combination of education and experience. CPA preferred. Must possess a valid state driver's license.

Work Schedule: Per established departmental policy.