

Revenue & Tax Collector - 1451

Primary Reason Why Classification Exists

To perform professional administrative work managing the collection of municipal property taxes and other fees and revenue

Essential Duties

- Serves as tax collector for the City; balances tax accounts receivable and revenues to the County Tax Collector
- Prepares monthly journal entries to the general ledger; prepares tax discoveries and sends releases and refunds to City Council for approval
- Prepares end-of-fiscal-year tax and miscellaneous schedules for auditors
- Supervises the collection and deposit of City revenues; verifies accuracy of detail in journals and posts to proper accounts
- Manages the municipal accounts receivable program; pursues delinquent accounts and files civil actions with courts for collection
- Prepares various local government reports with the state Local Government Commission
- Ensures appropriate cash flows and balances with various checking accounts; authorizes wire transfers to ensure optimum levels of accounts; wires payments of employee retirement accounts to state retirement system; reconciles monthly bank statements from the central depository and after each billing cycle
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures
- Prepares monthly utility tax reports, sales and use tax reports, payroll quarterly reports, and various other periodic reports
- Performs back-up duties in accounts payable and collections in times of staff shortage
- Performs related work as required

Knowledge, Skills, and Abilities

- Thorough knowledge of standard office procedures, practices, and equipment, including Microsoft Office Products, especially Word and Excel
- Considerable knowledge of the principles and practices of governmental accounting and budgeting (e.g., GAAP) including municipal financial practices and procedures
- Knowledge of the principles and practices of management and supervision including reward systems, employee relations, disciplinary process, training, and motivation
- Knowledge of principles and practices of effective communications with others, both orally and in writing
- Ability to prepare informative financial tax and revenue reports
- Ability to establish and maintain effective working relationships with associates, the public, public officials, and state governing agencies
- Ability to prepare and present detailed tax and revenue reports to the City Council or other governing bodies or state and federal agencies
- Ability to supervise the development and installation of accounting systems and procedures; ability to prepare and to interpret financial reports

- Ability to plan, organize and direct the work of subordinate employees in specialized fields of accounting and tax assessment and collection
- Ability to conduct long-range planning of policies and procedures for tax assessment and collections

Physical Requirements

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Work requires standing, walking, fingering, feeling, and repetitive motions. Vocal communication is required to express or exchange ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required to prepare and analyze written or computer data, determine accuracy and thoroughness of work, and observe general surroundings and activities

Working Conditions

Work is generally sedentary and is performed in an office with a controlled environment without exposure to harmful conditions

Education and Experience

Graduation from an accredited college or university with a Bachelor's degree in accounting or other field of study related to the work performed and 5 - 7 years management experience in municipal public accounting

Special Requirements

- Certified as a Municipal Financial Officer by the North Carolina Local Governmental Finance Officers Association

FLSA Status: Exempt-Administrative (primary duty is office work or non-manual work directly related to the general business operations of the City where the employee customarily and regularly exercises discretion and independent judgment with matters of significance in order to fulfill the position requirements)

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.