

## REVENUE & TAX COLLECTOR – 1451

### GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs complex professional and administrative duties in revenue and tax collection and cash management; does related work as required. Work is performed under regular supervision.

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 for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### ESSENTIAL FUNCTIONS/ TYPICAL TASKS:

#### **Collecting taxes; preparing journal entries; maintaining records and files; preparing reports.**

Serves as tax collector for the city; balances tax accounts receivable and revenues to the county collector; prepares monthly journal entries; prepares discoveries and sends releases and refunds to City Council for approval;

Prepares end of fiscal year tax and miscellaneous schedules for auditors;

Oversees and coordinates the collections and deposits of city revenues; coordinates collections; reviews and ensures correctness of all subsidiary journal entries to general ledger from collections, and payroll; verifies accuracy of detail in journals; and posts to proper account;

Plans, reviews and evaluates aggressive accounts receivable management program(s) to include actively pursuing delinquent accounts of the City up to and including civil process.

Prepares LGC 203 and various other periodic reports;

Checks bank balance for cash flow and wires excess to or from account; wires retirements, and any other necessary wire, reconciles month bank statement for the central depository; reconciles 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 of interdepartmental positions such as Accounts Payable and Customer Service as required;

Maintain a reasonable and predictable work schedule;

Performs related tasks as required.

### KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of laws and administrative policies governing municipal financial practices and procedures; comprehensive knowledge of the principles and practices of accounting and budgeting in government; ability to evaluate financial systems and formulate and install accounting methods, procedures, forms, and records; ability to prepare informative financial reports; ability to plan, organize, direct and evaluate work of subordinate employees; ability to establish and maintain effective working relationships with associates. Thorough knowledge of standard office procedures, practices and equipment including Microsoft Products.

### EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from and accredited college or university with major course work in accounting and considerable experience in public accounting.