



POSITION DESCRIPTION

Title: Revenue Accountant
Type: Regular
Pay Range: G/172

Department: Finance
FLSA Status: Non-Exempt
Revised: 04/2016

DEFINITION

Plans, organizes, and manages the day-to-day activities of complex accounting functions; oversees the work of staff and performs the more complex professional accounting duties in the areas of the Revenue Services division, including Transient Occupancy Tax (TOT) and Tourism Business Improvement District (TBID) collection and enforcement and business tax renewals and licenses. The position has overall management and accounting of Town revenue and assists other related accounting and Finance Department operations.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Finance Director. Acts as a team lead to oversee work program, supervise program tasks and provide coordination of employees classified as Revenue Specialists.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Assist in planning, organizing and directing the activities of the Revenue Services division, including TOT and TBID collection and enforcement and business tax renewals and licenses.
- Meet with assigned staff to identify and resolve problems; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Assist in addressing IT concerns and implementation of new enhancements and fixes to the software used for revenue collections to TOT, TBID, and enforcement of business tax renewals and licenses and other revenues.
- Participate in the coordination of forecasting of designated Town revenues and expenditures.
- Provide financial management support, assistance, and control to Town departments.
- Prepare, research, analyze, and present requested reports to the Finance Director and for Town Council as well as various committees and citizen groups.
- Oversee cash management, receipting, revenue collections, auditing of certificate holders, and tax administration procedures.
- Identify, recommend, and implement improvements to the Town's administrative and financial internal control systems and procedures and ensure audit compliance.
- Prepare or supervise the preparation of financial reports as required by law; prepare various financial reports and analyses requested by the Finance Director.
- Plan, develop, and manage special projects at the request of the Finance Director to include problem identification, research, analyzing options, statistical analysis, written and oral presentations of recommendations, and implementation time frames.

- Analyze, interpret and explain town ordinances, policies and procedures; update ordinances and policies when needed.
- Work with customers who have issues with Town policies or procedures and problem solve using customer service best practices to find a solution.
- Train and assist in evaluating assigned staff.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Laws regulating the financial administration of municipal government.
- Municipal accounting system requirements and procedures.
- Budget preparation, program analysis and revenue forecasting.
- Principles and practices of organization, administration and principles of auditing.
- Modern office practices, procedures, methods and equipment.

Ability to:

- Develop and implement sound accounting and general administrative systems and procedures.
- Prepare complex reports and analyses.
- Communicate clearly and concisely, both orally and in writing.
- Interpret and apply administrative and departmental policies, laws and regulations.
- Delegate authority and responsibility; schedule and program work on a long term basis.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Assist the Finance Director in the preparation and administration of the annual budget for the Town.
- Prepare and administer a program budget.
- Coordinate, train, and administer work track of assigned staff.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Bachelor's degree from an accredited college or university with major course work in public or business administration, accounting, finance or a related field.

Experience:

Three years of increasingly responsible experience in finance or accounting, including some supervisory responsibilities. Municipal experience is preferred.

Licenses:

Must have (or receive within state required time frame) a valid State of California Class C Driver's License with an acceptable driving record and pass an appropriate background check prior to the hire date.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software, central financial computer system, telephone, 10-key calculator, phone, copy machine, fax machine, and postage 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.

Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on the telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job the employee is frequently required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold and manipulate office equipment and talk and hear. The employee is occasionally required to carry up to 25 pounds. The employee may be required to stoop, crawl, crouch, balance or climb short distances. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aides.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

WORK ENVIRONMENT

The work environment characteristics described herein 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.

The work environment is typical of an office setting with associated noise from office equipment, building HVAC, customers, and other employees. Occasional driving in Town vehicles to visit sites may occur and could be in inclement weather conditions.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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. The 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.

Received and Reviewed by:

Employee Signature

Date