

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 263**

**REVENUE COLLECTIONS MANAGER**

**GENERAL**

Advanced professional, supervisory accounting work in collection activities, contract administration and financial analysis. Work is performed under the general supervision of the Finance and Administrative Services Director.

**EXAMPLES OF ESSENTIAL DUTIES**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Oversees the collection and internal control of \$77 million annual collection of cash and 50 revenue producing contracts.

Enforces timely payments, follow-ups on delinquencies and invokes penalties as needed.

Reviews new contracts for revenue provisions.

Calculates rent increases based upon the CIP or other escalation term and prepares notification correspondence.

Administers the external collection agency agreement.

Monitors the banking service agreement.

Coordinates the annual Water & Sewer Rate Study with the Rate Consultant and compiles and analyzes financial and utility data.

Approves write-offs for uncollectible accounts.

Receives customer complaints and settles customer disputes as necessary.

Responsible for the conversion of accounts receivable applications, training of employees and preparation of policies and procedures manuals.

Recruits, trains, supervises, sets goals and evaluates an Accountant, an Accounting Clerk II and Cashiers.

Reviews and approves cash payment requisitions, purchase requisitions, employee leave requests, journal entries, stop payment requests and utility adjustments.

Handles programming requests and systems issues with MIS.

Authorized signer for Unsafe Structures liens and satisfactions of liens.

Reviews completion of all bank reconciliations, investment reports, annual property report, sales tax returns, unclaimed property report, public depositors report, CDBG reports, bond tracking report,

general ledger account reconciliations, lien filing, invoicing, ad valorem tax collection, interest allocation, collection reports and donation resolution.

Prepares year-end reporting related to Treasury Accounting activity and for financial reporting purposes.

Interacts with various external entities as well internal employees.

Performs related work as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of office practices and procedures, equipment and standard techniques. Knowledge of the laws, regulations, procedures and processes governing the receipt, custody and expenditure of monies for a city. Ability to prepare statistical reports and to interpret data both orally and in writing. Ability to establish and maintain effective working relationships. Considerable knowledge of governmental accounting, purchasing, finance and expenditure control systems and procedures.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in Accounting or a closely related field. Considerable professional experience in accounting and other phases of fiscal management to include some supervisory experience. Previous background in government and a MBA is preferred. A comparable amount of training and experience may be substituted for the minimum qualifications.

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

## **SPECIAL REQUIREMENTS**

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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