

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 263

REVENUE COLLECTIONS MANAGER

GENERAL

Advanced professional and 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 in the Finance Department.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Oversees the collection and internal control of all of the City's revenue sources and collection of cash and revenue producing contracts and leases.
- Utilizes NaviLine for all Financial System applications including cash receipts, accounts receivable, disbursement reconciliation processing, reporting, and general ledger transactions.
- Generates revenue reports from CryWolf False Alarm Solution for alarm registration and fines.
- Generates revenue reports from Resource Online and credit card gateways for credit card revenues including research for credit card disputes.
- Generates reports and processes transactions using banking online for investments, banking facilities, and credit card processors.
- 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.
- Monitors the banking service agreement.
- Prepares quarterly (or as needed) revenue analysis report.
- Reviews changes in utility rates as input for accuracy based on approved ordinance.
- 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 the Accountants, Accounting Clerks III, 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 Information Technology Dept.
- Reviews completion of all bank reconciliations, investment reports, annual property report, sales tax returns, unclaimed property report, public depositors report, HUD reports, bond tracking report, general ledger account reconciliations, lien filing, invoicing, ad valorem tax collection, interest allocation, collection reports, donation resolution and fund reimbursements.
- 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.
- Considerable knowledge of governmental accounting, purchasing, finance, and expenditure control systems and procedures.
- Knowledge/skills of software/applications and MS Office.
- Skilled in Microsoft Office applications (i.e. Excel, Word, Powerpoint etc.).
- Ability to prepare statistical reports and to interpret data both orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively both orally and in writing.
- Ability to exercise good judgment and perform a wide range of supervisory responsibilities.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting or a closely related field. Certificated as a Public Accountant (CPA) preferred. Considerable experience in financial administration and accounting at the supervisory level with experience in governmental accounting. Previous background in government preferred. Lean Six Sigma Green Belt certification is preferred. Selected candidate will be required to obtain the Lean Six Sigma Green Belt certification within 1 year of hire, if not already obtained.

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 technological items such as a personal computer (PC), calculator, copier, scanner, and fax machine (not limited to these). No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

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

Rev: 3/18

Bargaining Unit: Non- Bargaining

FLSA: Exempt

Classification: 33/50

Location: Finance Department

GERS: Regular Class