

CITY OF ARCADIA

REVENUE COLLECTION SPECIALIST

DEFINITION

Under direction, to perform a variety of the most complex and difficult technical accounting duties involving cashiering and revenue collection; to assume responsibility of the cashiering function which includes multiple sets of financial records; to coordinate with other department and City staff in order to consolidate information necessary for the preparation of financial reports, statements, and special financial analyses; and to assist the Financial Services Manager/Treasurer as needed.

SUPERVISION EXERCISED

May exercise technical and functional supervision over technical accounting staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate and supervise the daily operations of the City's Cashiering/Revenue Collection system; review all additions, deletions and changes in daily cash receipts for accuracy; direct the daily cashiering activity including direct supervision of the cashier.

Receive, review, and enter payments received for City services; maintain a variety of files and records related to the City's cashier system; prepare daily deposit of receipts.

Receive and review revenue ensuring compliance with City policies, procedures, and regulations; enter revenue into system as assigned; process, calculate and post a variety of revenue entries.

Plan and review the work of technical accounting staff responsible for providing accounting services and activities; plan, direct, and participate in the performance of complex accounting procedures, services, and activities.

Train assigned accounting staff including work assignments, methods, techniques, and the use and operation of equipment in the assigned area; verify work of assigned employees for completion of assignment, accuracy, proper work methods, techniques, and compliance with applicable standards and guidelines.

Coordinate accounting activities with other departments, divisions, and City staff in order to consolidate information necessary to ensure an accurate and orderly monthly end close; ensure tasks are completed accurately and on time.

Provide technical information and instruction regarding applicable procedures and methods; interpret and explain rules and regulations; answer questions and resolve problems or complaints.

Research and answer department questions regarding status of accounts, the proper coding of transactions, and other matters; provide information and explanations for auditors.

Perform the full range of complex and difficult duties including those involving responsibility for projects and issues.

Review, calculate and perform accounting adjustments; audit and reconcile registers, cash and City accounts; reconcile various bank accounts making adjustments due to cancellations and corrections.

Post entries from supportive records and balance against other records; verify accuracy of adjustment journal, all city journals, receipts and warrants.

Prepare and adjust journal entries to reconcile cash accounts; set up records/instructions to initiate wire transfers, direct deposits, debits and credits from the City's primary bank.

Prepare accounting and payroll checks for distribution; maintain general and subsidiary ledgers, daily logs, and other records according to established revenue and expenditure account classifications.

Assist Treasurer in investment of City Funds.

Assist the Treasurer in the preparation of journals on a monthly basis.

Perform annual assessment district billing and collection.

Prepare payroll taxes for State and Federal quarterly return.

Check records and papers for clerical and arithmetic accuracy, completeness and compliance with established standards and procedures.

Direct information services report writing consultant to develop analytical reports for reconciliation.

Be aware of regulatory banking requirements regarding safekeeping and investing of City funds.

Serve as liaison with banks, brokers, auditors, other municipalities and City departments on revenue/cashiering issues.

Verify all interest received for the City's portfolio.

Prepare revenue analysis report as needed.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Advanced accounting and financial record keeping principles, procedures, and methods.

Methods, practices, and procedures used in payroll, accounts payable, accounts receivable, and financial record keeping and reporting.

Operations, services, and activities of an accounting program.

Principles of lead supervision and training.

Basic principles of municipal budget preparation and control.

Automated financial management systems and computer accounting software programs.

Pertinent Federal, State, and local laws, codes and regulations.

Modern office practices, methods, and computer equipment.

Principles and practices used in dealing with the public.

Mathematical principles.

Skill to:

Operate modern office equipment including computer equipment.

Type and enter data at a speed necessary for successful job performance.

Ability to:

Plan, organize, and review the work of assigned staff.

Provide lead supervision and training to assigned staff.

Independently perform the most difficult technical accounting and financial operations work including projects and activities.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, collect, compile, and analyze information and data.

Handle multiple concurrent projects and manage priorities and tasks.

Apply accounting principles to the maintenance of general governmental financial and accounting transactions and audit of financial records.

Understand the organization and operation of the assigned department and the City necessary to assume assigned responsibilities.

Prepare, examine, and verify financial documents, statements, reports, and analyses.

Perform comparisons of data quickly and accurately.

Accurately tabulate, record, balance, and audit assigned transactions.

Classify fiscal documents and transactions.

Respond to questions from the public and City personnel regarding policies and procedures for assigned accounting area.

Perform mathematical computations quickly and accurately.

Plan and organize work to meet schedules and deadlines.

Prepare and maintain accurate and complete financial records.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Four years of increasingly responsible advanced technical accounting experience with some lead supervisory experience.

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training or college level course work in accounting or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:
Ability to work in a standard office environment.

Effective Date: April 2002

Revised: May 2008