

Job Title: Revenue Manager

Division: Finance

Status: Full-time

Salary Range: \$45,904-\$53,303

Job Description: see below



Submit cover letter and resume to Human Resources Director Sherry Lewis via email: [lewiss@huntingtonwv.gov](mailto:lewiss@huntingtonwv.gov). Candidates may also apply in person at City Hall, Room 14 - HR Office, or complete the online application on the City of Huntington website: [www.cityofhuntington.com](http://www.cityofhuntington.com). Click on "City Government" and "Employment Opportunities." Applications/resumes will be received through the close of business on Friday, November 18, 2022.

### REVENUE MANAGER

Job Category: Administrative  
Department: Administration and Finance  
Division: Finance

Job Code No.: FIN-04  
Pay Grade: A16  
FLSA Status: Exempt

### NATURE OF WORK

This is a responsible financial administrative position involving the management and maintenance of financial records and the receipt of taxes, fees and other monies within the Finance Division.

The employee is responsible for the internal auditing of the City's general ledger revenue accounts, and the overall collection and receipt of City monies, taxes and fees. The employee is the direct supervisor of the B&O and Licensing Specialist, Revenue Service and Projects Coordinator, and Revenue Service Representatives. The employee reports directly to the Finance Director; however, he/she is expected to perform duties and responsibilities independently.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates with the staff in Room 20 on processing the collection of taxes and fees and the issuance of appropriate documentation.

Maintains a routine check on service fee payments to assure correct posting to customer accounts.

Generates municipal fee, refuse fee, city service fee and B&O billings.

Prepares and readies deposits daily for delivery to bank.

Assigns daily payments and adjustments to be entered into the City's accounting software.

Distributes receipts to various accounts; balances accounts daily; provides monthly deposit summary to Assistant Finance Director for monthly bank reconciliations.

Audits general ledger revenue accounts.

Processes requests for refunds.

Prepares and reports on related statements requested by management.

Verifies deposits of money made from various sources and departments.

Reviews all receipting procedures performed city-wide on a quarterly basis.

Responsible for invoicing for Council-authorized leases.

Oversees the organization and storage of physical and electronic documentation backing up revenue transactions.

Maintains a positive working environment; assists subordinates in performing duties; adjusts errors and complaints.

Promotes courtesy and professionalism throughout the City of Huntington.

Other duties as assigned.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with a degree in finance, accounting, business, communications, public administration or equivalent field; minimum of 3-5 years of collections or audit/accounting experience with external businesses, including supervisory experience in a multi-departmental team; or any equivalent combination of education and experience. Quick proficiency in New World Public Administration Software upon hire.

#### NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles, methods and practices of municipal finance, governmental accounting and related activities.

Thorough knowledge of modern office practices and procedures and office accounting and information processing systems and equipment.

Proficient intermediate knowledge for daily usage of Microsoft Excel, Microsoft Word and email.

Knowledge of basic principles, methods and procedures of revenue collection, including knowledge of applicable laws and policies affecting City revenue.

Knowledge of the principles and practices of public administration.

Ability to plan, organize, direct and review a variety of financial activities.

Ability to formulate, initiate and administer general controlling policies and procedures.

Ability to communicate effectively, both verbally and in writing.

Ability to exercise sound judgment in evaluating situations and in making decisions.

Ability to interact effectively with customers.

Ability to provide active leadership and maintain a positive work environment.

Ability to check and maintain routine financial records and transactions and to prepare routine clerical and financial reports.

Ability to make and verify financial computations with accuracy and at a reasonable rate of speed.

Ability to supervise work of other designated employees in Revenue Section of the Finance Division.

Ability to establish and maintain effective working relationships with City officials, employees and the general public.

Ability to handle confidential information and matters in a discreet and professional manner.

#### SPECIAL REQUIREMENTS

Valid driver's license from state in which employee resides.

#### TOOLS AND EQUIPMENT USED

Motor vehicle, telephone, computer and software, computer printer, calculator, receipt machine, check endorser, copy machine with fax and handheld devices.

#### 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects and to reach with hands and arms. The employee is frequently required to sit, stand, walk, talk, see, hear and smell.

The employee may occasionally lift and/or move up to 50 pounds.

#### WORK ENVIRONMENT

The work environment characteristics described here 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 noise level in the work environment is usually moderately quiet.

#### SUMMARY

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 City of Huntington and the employee and is subject to change by the City as the need arises.

