

Job Title: Revenue Specialist

Division: Finance

Status: Full-time

Salary Range: \$39,799-\$45,683

Job Description: see below



Candidates should submit cover letter and resume to Human Resources Director Sherry Lewis via email: lewiss@huntingtonwv.gov. They may also apply in person at City Hall, Room 145 - HR Office, or complete the online application at www.cityofhuntington.com. Click on "City Government," and then "Employment Opportunities." Applications/resumes will be received through the close of business on Friday, January 26, 2024.

REVENUE SPECIALIST

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

Job Code No.: FIN-06
Pay Grade: A11
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 assisting in 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 reports to the Revenue Manager; however, he/she is expected to perform duties and responsibilities independently.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assumes duties of Revenue Manager in his/her absence.

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

Prepares and readies deposits daily for delivery to bank when requested.

Verifies deposits of money made from various sources and departments.

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

Responsible for maintenance of accounts receivable journals and billing registers for service fees.

Receives, counts and verifies money for all revenue, including but not limited to, service fees, taxes, bills, tickets, permits, accounts, in person, online and by mail; issues receipt of statements.

Establishes, maintains, and/or manages workflow related to special projects and their development.

Makes contact with merchants and citizens to discuss various municipal regulations and to resolve matters in question or discrepancies.

Communicates with the offices of the Cabell County Assessor and Sheriff concerning property owners for service fees and setting up Business & Occupation (B&O) Tax accounts for rental property.

Verifies ownership, completes property transfers, and maintains City accounts through title search utilizing various sources of information at the County Courthouse.

Coordinates with the City's Legal Department regarding fees and collections as needed.

Enters all revenue and adjustments into computer and processes all mailing for the same.

Enters B&O taxes and licenses into the computer; processes amusement tax forms for theaters, etc.; regularly checks mailing list and updates gross sales masters; audits and processes gross sales forms with monies.

Reports City fees due on Transfer of Real Property Closing Forms.

Operates various office machines.

Promotes courtesy and professionalism throughout the City of Huntington.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited two or four-year college or university with a degree in finance, accounting, business, communications, public administration or equivalent field; minimum of 3-5 years of work experience, including supervisory experience; 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.

Skill in the operation of assigned equipment.

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, adding machine, receipt printer, document and check scanners, copy machine, 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.