

City of Pell City
1905 1st Avenue North
Pell City, AL 35125
205-338-2244

VACANCY NOTICE

POSITION TITLE: Revenue Supervisor
JOB STATUS: Full time
Pay Range : \$42,328.00 - \$73,840.00

ANTICIPATED START DATE: Following successful completion of background check and drug screen

SYNOPSIS: This position is responsible for professional work with some difficulty involving the administration of the municipal and utility revenue of the city as well as the accurate presentation of the city's financial statements and the analysis of various activities as assigned. The incumbent is responsible for supervising assigned employees in the management and maintenance of the billing and collection functions for all municipal and utility revenue. Responsibilities include preparing and auditing utility bills, ensuring proper balancing and reconciliation of accounts, renewing business licenses, and providing effective assistance to the general public when necessary. Incumbent works under the direct supervision of the Finance Director or Assistant Finance Director in the Director's absence.

QUALIFICATIONS:

- An Associate's Degree in accounting preferred or have a minimum of three (3) years of experience in accounting and finance operations;
- Must have two (2) years of supervisory experience in cash handling;
- Must possess computer skills necessary to perform the essential functions of the position, preferably with knowledge of *Microsoft Office®* (i.e.- *Excel, Word, and Powerpoint*);
- Must know related office equipment;
- Must possess Certified Municipal Revenue Officer's (CMRO) certification or begin process within one (1) year;
- Must possess a valid Alabama driver's license and a driving record suitable for insurability;
- Must be willing to work non-standard hours and overtime as required;
- Must be willing to travel overnight to attend continuing education courses and workshops;
- Must be physically able to perform the duties of the position.

ESSENTIAL JOB FUNCTIONS:

- Ability to manage municipal administrative utility operations, activities, and programs;
- Oversee the collection of all revenue due the city;
- Oversee the processing of business license applications and annual renewals;
- Oversee the processing of tax payments;
- Review revenue records to ensure cash receipts are being posted to the proper accounts.
- Assist in the preparation of the annual revenue budget;
- Gather trend information (dry/wet season), population, billing information (for meters) to create projections;
- Deposit all funds in the city banking accounts as prescribed by the City Council by resolution or ordinance;
- Maintain and update reports for daily revenue tech activities;
- Perform audits on daily receipts for start-up cash as assigned;
- Process returned checks;
- Handle bankruptcies;

- Investigate and attempt to reconcile grievances and difficulties related to the municipal billing and accounting system;
- Assist the City Clerk, Assistant Finance Director, and Finance Director in preparing reports on matters concerning city affairs for presentation to the City Council and attend meetings as required;
- Resolve customer service issues related to municipal and utility revenue. Provide pertinent information in assisting with the preparation of the annual municipal audit;
- Maintain a variety of files and filing systems; prepare, maintain, and update various records; research and verify information as requested;
- Manage staff and procedure development to promote favorable customer relations and prompt and accurate resolution of utility customer complaints;
- Responsible for the preparation and review of a variety of correspondence, reports, utility statistics and documents as assigned;
- Compile and analyze water and wastewater rate class data for residential, commercial and other rate classes and recommend changes to the rate designs or implementation;
- Prepare annual water audits to identify and quantify water system losses and unaccounted for water;
- Investigate customer complaints, analyze findings, and make recommendations for action when necessary; directly communicate with the general public for identification of service needs;
- Conduct annual comparison surveys on water and wastewater rates, impact fees and drainage fees; analyze and summarize results;
- Ensure compliance of ordinances and other regulations with utility billing and operations;
- Perform a variety of special assignments and projects related to the department's cash handling, accounting, and collection efforts as assigned by the Assistant Finance Director or Finance Director;
- Perform other job-related duties as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of accounting and finance;
- Extensive knowledge of NAICS Codes;
- Ability to plan, organize, assign, direct, and evaluate the work of subordinates, with little or no supervision;
- Ability to analyze and evaluate situations under extreme duress and direct effective courses of action;
- Ability to promote effective public relations concerning municipal services and activities;
- Ability to establish and maintain effective working relationships with elected officials, department heads, the local business community, and the general public;
- Ability to maintain confidential files in compliance with state law in a timely, efficient, and orderly fashion;
- Considerable knowledge of federal, state, city, and departmental laws, regulations, policies and procedures regarding municipal finance operations;
- Ability to express ideas clearly and concisely, orally and in writing;
- Ability to prepare and supervise the preparation of clear, accurate, and comprehensive recommendations and reports.

BENEFITS AVAILABLE FOR FULL-TIME POSITION

- BCBS Health/Dental (single coverage paid by City)
- EMC Life Insurance (paid by City)
- Retirement through RSA (with a City match)
- Vision Plan
- AFLAC
- Sick leave (accrued when paid bi-weekly)
- Vacation (after completing 1-year probation)
- Direct Deposit
- Paid Holidays

APPLICATION DEADLINE/PROCEDURE:

1. Complete application files must be received at the City Hall. **This position will remain open until filled.**
2. A complete file consists of:
 - A current City of Pell City employment application
 - Current resume [Note: Resume, when required, should address how the applicant has fulfilled the qualifications, **required** and **preferred** (if applicable), listed on this job announcement]
3. The City of Pell City may extend the application deadline to ensure an adequate pool of qualified applicants. Applications received after the deadline or incomplete applications, will not be considered.
4. Applicant may be required to submit employment verifications from current and prior employers prior to the job offer being made.
5. Application forms may be downloaded at our website: www.Pell-City.com or City Hall and should be returned to:

City of Pell City
Human Resources
1905 1st Avenue North
Pell City, AL 35125
Email: PC_HR@cityofpellcity.net Fax: 800.973-5698

Individuals selected as finalists will be invited for an interview. Applicants must travel at their own expense. If you have a disability and may require accommodations, please notify us at 205-338-2244.

WEBSITE: www.Pell-City.com

The City of Pell City is an equal opportunity employer. It is the official policy of the City of Pell City that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The City of Pell City will make reasonable accommodations for qualified disabled applicants or employees.