

**City of Pell City**  
**1905 1<sup>st</sup> Avenue North**  
**Pell City, AL 35125**  
**205-338-2244**

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**VACANCY NOTICE**

**POSITION TITLE:** Revenue Coordinator  
**JOB STATUS:** Full Time  
**Pay Range:** \$38,126.40 - \$66,518.40

**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 supervision of customer service matters and administration of the municipal and utility revenues of the city. The incumbent is responsible for the direct supervision of assigned employees in the management and maintenance of the billing and collection functions for all municipal and utility revenues. Responsibilities include preparing and auditing tax returns and utility bills, accepting payments when necessary, ensuring the proper balancing of accounts, processing payments for business licenses, permits, and other cash collections, and providing effective assistance to the general public. Incumbent works under the direct supervision of the Revenue Supervisor and the general supervision of the Finance Director.

**QUALIFICATIONS:**

- Must be a graduate of an accredited high school or hold a certificate of high school equivalency (GED);
- Supervisor experience is preferred but not required;
- Must have one (1) year cash handling experience;
- Must have Certified Municipal Revenue Officer's (CMRO) certification or begin the certification process within one (1) year;
- Must possess typing skills and computer experience to perform the essential functions of the position, preferably with knowledge of *Microsoft Office®* (i.e. – *Excel, Word, PowerPoint*);
- 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:**

- Supervise daily administrative revenue operations; respond to telephone and face-to-face inquiries regarding tax laws and regulations, resolve citizen complaints and correspond with water and sewer operation personnel;
- Open and sort revenue mail;
- Manage work orders creation, as well as work order communications to water and sewer operation personnel by establishing priorities and scheduling repairs;
- Approve data entry for new accounts and established accounts; perform account adjustments; calculate service charges; complete various forms; prepare and distribute billing documents; process delinquent service disconnects;
- Verify correct billing amount with customer account; verify and record month-end billing adjustments including accounts receivable deposits and the initiation and termination of utility services;
- Check the accuracy of sales tax returns and penalties and interest calculations;
- Investigate leads related to sales tax violations and coordinate with revenue supervisor to collect payments due;

- Maintain a variety of files and filing systems; prepare, maintain and update various records; research and verify information as requested;
- Prepare and review a variety of correspondence; prepare and maintain a variety of forms; prepare and distribute reports for review and use;
- Sort, review and approve credit card and electronic payments for posting;
- Provide pertinent information in assisting with the preparation of the annual municipal audit;
- Perform other job-related duties as needed.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Extensive knowledge of the municipal revenue and utility system operations, finances, and administration;
- Considerable knowledge of NAICS Codes;
- Ability to manage municipal administrative utility operations, activities, and programs;
- Ability to plan, organize, assign, direct, and evaluate the work of subordinates;
- Ability to analyze and evaluate situations under extreme duress and direct effective courses of action;
- Ability to maintain confidential files in compliance with state law with 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 promote effective public relations with regard to municipal services and activities;
- Ability to manage personnel; maintain discipline; accept lines of authority; promote harmony; and cooperate with other officials;
- Ability to establish and maintain effective working relationships with elected officials, department heads, the local business community and the general public;
- 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
- 13 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]
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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 before a job offer is made.

5. Application forms may be downloaded at our website: [www.Pell-City.com](http://www.Pell-City.com) or City Hall and should be returned to:

City of Pell City  
Human Resources  
1905 1<sup>st</sup> Avenue North  
Pell City, AL 35125  
Email: [PC\\_HR@cityofpellcity.net](mailto: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.

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**WEBSITE: [www.Pell-City.com](http://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.*