REVENUE MANAGER

DEFINITION
Under general supervision, manages staff engaged in the enforcement of City tax codes and oversees the activities of the revenue division.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Manages staff engaged in the enforcement of City tax codes;
- Prioritizes, schedules and assigns work for completion by assigned staff;
- Enforces rules, regulations and City ordinances relating to tax and permit matters;
- Oversees new and existing business operations for compliance with business and other tax ordinances;
- Responds to customer complaints; reviews vouchers and verifies revenue and billing accounts.
- Prepares performance evaluations for assigned staff;
- Prepares Revenue Division staff reports;
- Reviews cash collections and disbursement of revenue into proper accounts;
- Monitors payments of utility billing of businesses;
- Prepares reports on business violations against tax ordinances;
- Files small claims suits on businesses that refuse to pay City tax.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledge of municipal codes governing tax requirements, accounting practices and principles, and of cash management and collections techniques;
- Skilled in managing, delegating and evaluating work of assigned staff, monitoring and investigating new and existing business operations, providing and following oral and written instructions and information and in establishing and maintaining productive working relationships;
- Ability to perform and train other employees on essential duties, resolve conflicts with both internal and external vendors, and to effectively communicate verbally and in writing with all levels of staff and to the public;
- Proficient in the use of a personal computer and other electronic devices to include MS Office package and other industry related software.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 15 pounds. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Bachelor’s Degree from a four-year accredited college or university in Business, Finance, Economics or related field AND five (5) years experience in business administration, public finance, accounting or related field, including two (2) years at a supervisory level OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver’s License.