

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: FISCAL SUPERVISOR – COLLECTIONS
DEPARTMENT: FINANCE
REPORTS TO: DEPUTY TAX COLLECTOR/DEPUTY TREASURER

JOB CODE: 5009
DATE: 2/08

JOB SUMMARY:

Assists in coordinating work associated with the processing of collections, billing, accounting, and other financial transactions. Maintains general ledgers by posting credits and debits; reconciles accounts; processes accounts payables; processes and tracks purchase orders; processes employee payroll; monitors and tracks budget expenditures. Supervises other departmental employees.

ESSENTIAL JOB FUNCTIONS:

Supervises the unit responsible for processing motor vehicle and boat registrations, tax accounts and tax account receivables, water payments, and miscellaneous accounts receivable for the city; maintains all schedules by balancing work loads, planning, organizing, assigning, directing, reviewing, and evaluating the work of subordinates; sets up and coordinates timely training of staff.

Oversees daily cash updating and balancing; ensures that all monies are posted to the general ledger correctly; reconciles motor vehicle account daily; coordinates process with other departments.

Serves as the municipal agent for motor vehicle registrations.

Performs the duties of Deputy Treasurer in his or her absence.

Monitors, evaluates, and responds to customer service demands and customer requests.

Processes payroll information by ensuring that it is submitted on time and verifying time sheets for completeness and accuracy; balances sick and annual leave time for all department staff.

Administers and accesses bank, investment company and financial advisor on-line money management and other department support software applications.

Assists the City Treasurer with investment bidding.

Provides follow-up for bad checks, bankruptcies, and liens on property.

Reconciles the motor vehicle refunds payable account, motor vehicle revenue account, and state agent account; balances the department's over and short account.

Runs reports of all unpaid tax bills on a quarterly basis and issues tax reminder postcards in efforts to maintain the city's current collection rate.

Prepares spreadsheets from databases; identifies the need for and recommends journal entries; proves subsidiary ledgers to the general ledger.

Ensures that vendors are paid in a timely manner; receives price quotes for office supplies.

Assists in compiling budget figures for the treasury division.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment
Multi-Line Phones

Personal Computer
Postage Machine

Calculator
Copier

Fax Machine

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED; and,

Three to four years of related accounting clerical experience; or,

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

None.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Basic mathematical and statistical computations, including addition, subtraction, multiplication, division, percentages, and ratios.

Using tact, discretion, initiative, and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Communicating clearly and effectively, orally and in writing.

Basic accounting procedures.

Computer applications, spreadsheets, databases, and word processing software related to the work.

Basic budgetary principles and practices.

General office policies and procedures.

Skill in:

Performing basic mathematical and statistical computations.

Applying basic accounting procedures to financial operations.

Identifying procedural problems and recommending solutions.

Compiling and organizing information for report preparation.

Communicating effectively, orally and in writing.

Rapidly entering and retrieving information using a computer.

Mental and Physical Abilities to:

Read, understand, and use judgment in the application of laws and regulations to area of assignment.

Establish and maintain effective working relationships with others.

Understand and carry out written and oral instructions.

Work in an open office environment with several activities and conversations taking place simultaneously.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, or stooping.

Occasionally lift light objects.

Distinguish between shades of color.

Working Conditions:

Work is performed in an office.