

**Job Title:** Collector/Assistant To The Finance Director

**Position Number:** FIN/2

**Department:** Finance

**Salary Grade:** 16

**Random Substance Testing:** No

**FLSA Status:** Non-Exempt

**JOB SUMMARY:** This position is responsible for the collection of revenues, maintaining accounting records, monthly billings, preparing reports and assisting in the management of city funds and related fiduciary control.

**MAJOR DUTIES:**

- o Assists the Finance Director, and acts in the position in the absence of the Director, with the required duties and functions of the Finance Department.
- o Collects and records monies received from all city departments and from the public.
- o Assists customers by telephone and at the walk-up window.
- o Balances cash drawer against register tape on a daily basis, prepares daily bank deposits and daily cash receipts report for the Finance Director.
- o Maintains receivable accounts, including posting of payments and filing of reports.
- o Prints business license renewal forms and prepares for mailing; processes renewals; submits list of delinquent license holders to City Attorney for prosecution.
- o Receives deposits and prepares contracts for commercial refuse service; coordinates dumpster delivery and service schedule with Public Works Department; prepares monthly service invoices.
- o Issues liquor licenses: prepares list for review by City Council, including petition and application; prepares licenses after Council approval.
- o Collects and tracks cigarette tax from wholesalers.
- o Monitors curb and gutter accounts; prepares ten-year payment schedule and records contracts in Recorder of Deeds' office; prints annual statements; prepares deed of release when paid in full.
- o Processes weed bills; verifies legal description and property owner.
- o Prepares invoices and statements for airport fuel charges, credit card charges, and monthly hangar rent.

- o Prepares and records cemetery deeds.
- o Provides monthly aged account report to Finance Director, Airport Manager, and Public Works Director.
- o Collects payments for non-sufficient funds checks.
- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge, or the ability to obtain knowledge, of city ordinances pertaining to licensing and permits.
- o Knowledge of Generally Accepted Accounting Principles and the laws and regulations governing municipal finance.
- o Skill in operating computers, government accounting software programs, and other standard office equipment.
- o Skill in planning, organizing, and directing work.
- o Skill in conducting research and in preparing and presenting financial reports.
- o Skill in oral and written communication.
- o Skill in interpreting state and local laws, regulations, and codes.

**SUPERVISORY CONTROLS:** The Finance Director assigns work in terms of general instructions. The Finance Director spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include state statutes and city and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of varied technical accounting duties. Increased seasonal work load contributes to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to collect city revenues, assist the Finance Director and issue business licenses. Successful performance helps ensure an accurate accounting of the city's financial condition.

**PERSONAL CONTACTS:** Contacts are typically with Finance Director, co-workers, real estate personnel, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, provide services, and resolve problems.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or while intermittently standing or stooping. The employee occasionally lifts light or heavy objects and climbs ladders.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has functional supervision over Accounting Technician in the absence of the Finance Director.

**MINIMUM QUALIFICATIONS:**

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupation field.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Missouri.
- o Ability to be bonded.