

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	F360
FLSA:	E
WC:	8810
PG:	514
EEO:	5

CLASSIFICATION TITLE: ACCOUNTS PAYABLE & REVENUE MANAGER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage the operations, staff, and resources of the Accounts Payable and Cash Receipts Divisions within the City’s Department of Finance. Work involves supervising the accurate and timely payment of all City expenses and the preparation of related records and reports: directs and supervises the revenue collection functions of the City.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs short and long range planning for the Accounts Payable and Cash Receipts Divisions; develops and implements division goals and objectives; establishes operational and administrative policies and procedures; establishes work priorities and assignments; sets performance goals and objectives; and implements work plans.

Evaluates Division services; implements operational and procedural changes to improve Division performance; recommends strategic changes to management; researches, evaluates and implements software and/or technical processes to improve Division performance; and keeps management informed of significant issues and resource needs.

Plans, assigns and directs the work of subordinate staff engaged in daily operations of the accounts payable and revenue collection functions; monitors workload; ensures accurate and timely processing of vendor invoices and revenue collection; and ensures compliance with applicable City, State and federal regulations, ordinances and standards.

Oversees the City’s training and related travel policy; provides direction to the accounts payable team and departments regarding the implementation of the policy.

Oversees the City’s procurement card program; provides direction to the accounts payable team and departments regarding the City’s P-card Policy and related procedures.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Responds to inquiries and resolves complaints related to departmental matters that cannot be resolved by subordinate staff; interprets and explains ordinances and procedures to City staff and the public related to accounts payable and collection processes and procedures as well as relevant programs.

Develops and administers Division operating budgets; monitors budgets, expenditures and revenues; and maintains accurate records of Division’s financial transactions.

Serves as a member of varied task forces, management teams, committees as assigned; provides advice and technical expertise pertaining to accounts payable and cash receipts programs and operations; makes presentations as requested; and assists with planning and evaluation activities for the Finance Department.

Develops, modifies, and implements procedures to maintain quality control, accuracy, timeliness and code compliance associated with accounts payable and revenue collection functions.

Communicates with department representatives and vendors via telephone, e-mail, facsimile, correspondence and meetings; researches and resolves billing questions, invoice charges and related issues; monitors outstanding invoices; and works to ensure timely payments to vendors.

Plans and performs year-end accounting and administrative tasks for accounts payable function; researches and collects data needed for the year end audit; supplies accrual and payment date information, and researches dated checks.

Develops procedures surrounding the preparation, correction, and issuance of 1099's assuring technical compliance with IRS rules and deadlines and provides guidance in determining the 1099 status of vendors.

Directs the preparation of accounts payable and revenue reports, records, databases and files; reviews and/or approves spreadsheets and documents; responds to requests for information following open records regulations; and submits documents to Finance Director as requested.

Operates a personal computer and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting, Finance, Business Administration, or a related field; supplemented by five (5) years of progressively responsible experience supervising accounts payable and/or revenue collection functions; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Considerable knowledge of the principles, practices, techniques, and terminology used in general bookkeeping and accounting operations. Considerable knowledge of the policies and procedures governing the City's accounts payable and revenue collection activities. General knowledge of the City's administrative policies and of the principles of supervising staff. Skill in the use of general office equipment and computers. Ability to supervise assigned staff. Ability to plan, oversee and monitor accounts payable and revenue collection activities. Ability to research and resolve billing or payment issues.

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.