CLASS TITLE: REVENUE COLLECTIONS AND ENFORCEMENT ADMINISTRATOR

PURPOSE OF THE CLASSIFICATION: Under direction performs supervisory, administrative and technical work involving City revenue collections and enforcement within the Finance Department and performs other related duties that may be assigned.

ESSENTIAL TASKS:
- Supervises activities for revenue collections and enforcement and reviews work to ensure compliance with City ordinances
- Develops and implements programs related to the operations of revenue collection and enforcement
- Conducts audits and provides technical support to the external audit process in support of the collection of taxes and fees due the City
- Receives, distributes, prepares and reconciles cash
- Works with the Oklahoma Tax Commission in the identification and collection of sales and use taxes
- Initiates investigations on tax delinquencies and recommends referral of tax violators to the City's Legal Department for prosecution
- Administers the City's collection agency contract
- Consults with and directs outside agencies in the proper submission of tax returns
- Interprets City ordinances as they relate to collections and enforcement of ordinances
- Assists in the preparation of an annual budget
- Prepares activity reports and executive summaries on licensing center activities
- Insures the accuracy and audits various records related to tax collections
- Must report to work on a regular and timely basis.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business administration or accounting or a closely related field; and four (4) years of general office management, including one (1) year of revenue collection experience.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, practices and methods of revenue collection in municipal finance administration; considerable knowledge of the laws applicable to collections and taxes; and good knowledge of modern office management and auditing practices. Ability to plan, supervise and review the work of clerical employees in revenue collection and enforcement; ability to communicate effectively both verbally and in writing; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting, pushing and pulling up to 50 pounds; occasional carrying up to 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, crawling, handling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of Certified Public Accountant (CPA) certificate or may substitute Master Business Administration (MBA).

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 2025
EEO Code: E-01
Pay Code: EX-40

Group: Fiscal
Series: Financial Management
Effective Date: December 07, 2010