



**CITY OF PETALUMA  
CLASS SPECIFICATION**

Date: 8/2/2021  
Job Class: 09REMG  
(Prior Job Class: 09CSMG)

## **Revenue Manager**

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### **Summary**

Plan, organize, manage, and direct the activities and functions of financial services, such as business license, assessment districts, accounts receivable, utility billing, printing services, and mail services.

### **Class Characteristics**

Administrative direction is provided by the Director of Finance; responsibilities include the direct and indirect supervision of professional, technical, and/or support staff.

### **Essential Duties, Skills, and Demands of the Position**

*The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.*

#### Duties:

Plan, organize, manage, and direct the work of the finance division personnel performing accounts receivable, business licensing, utility billing, purchasing, printing, mail, and lock box service functions.

Assist in recruitment, train employees, and evaluate work performance.

Assist in the planning, development, implementation, and evaluation of policies, procedures, goals, objectives, strategies, programs, projects, and work standards for the division.

Prepare and administer assigned divisions' budgets.

Manage contracts relating to divisions' operations.

Review accounting data and assure that it is properly classified in accordance with governmental accounting standards.

Evaluate work methods and procedures used and recommend and implement improvements.

Coordinate and implement changes in procedures based on City policies and federal and state laws.

Modify documents and coordinate implementation of accounting systems and accounting control procedures.

Assist the public in resolving problems; receive, research, and prepare responses to correspondence.

Conduct research and gather data; provide technical advice and assistance on accounting issues.

Maintain records and prepare reports, resolutions, and meter records; audit and analyze system reports for accuracy.

Manage the utility meter reading interface and service order systems.

Administer the cashiering module and banking software for various departments, including set up, security, and troubleshooting issues.

Complete budget preparation tasks and budget to actual analysis, as directed.

Respond to questions and provide information to various City departments, outside agencies, and the public.

Manage the City's Cal Card program.

Attend meetings as required by the Director of Finance.

Participate in staff development training.

Perform related duties as assigned.

Skills/Abilities:

Plan, organize, administer, review, and evaluate the work of others.

Select, supervise, train, and evaluate staff.

Analyze, evaluate, and reconcile complex financial data to arrive at accurate conclusions and recommendations; review and verify the accuracy of financial data and information.

Apply mathematical operations to solve accounting problems.

Recommend improved accounting methods, procedures, and internal controls.

Define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

Respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; handle the most intense and complex customer service requests.

Effectively present information to management.

Exercise sound, independent judgment within established guidelines.

Interpret, explain, and apply federal, state, local, City, and department policies, procedures, laws, rules, and regulations.

Coordinate multiple projects simultaneously; diagnose operational problems and take effective courses of action.

Interact effectively under pressure and meet deadlines; work independently with minimal supervision.

Gather and analyze data, prepare clear and concise reports, and maintain accurate records.

Utilize data dictionary and database schemas for custom software design and accounting software migration.

Operate office equipment including computers and supporting word processing, spreadsheet, database applications, and financial application software for Municipal governments.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

**Physical Demands and Work Environment:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk; use the computer keyboard and mouse, use hands to finger, handle or feel; reach with hands and arms; talk or hear; and smell. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The noise level in the work environment is usually moderate.

**Qualifications**

**Knowledge of:**

Principles and practices of municipal accounting, budgeting, and auditing.

Principles and practices of leadership, supervision, training, and performance evaluation.

Federal, state, and local regulatory requirements, including applicable laws, codes, ordinances, regulations, and guidelines.

Recent developments, current literature, and sources of information regarding assigned functions.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

**Education and Experience**

*Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:*

**Education:**

A Bachelor's degree with major course work in accounting, business administration, finance, or a related field.

**Experience:**

Three years of lead or supervisory experience over a general accounting function. Experience in a public agency or governmental setting is desirable.

**Certifications/Licenses:**

Possession of a valid California Class C driver's license.

Possession of a CPA certificate is desirable.

Established: 03/26/02

Resolution #: 2002-121 N.C.S.; 2021-123 N.C.S.

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Department: Finance

FLSA Status: Exempt