



**CITY OF HAWTHORNE
FINANCE DEPARTMENT
REVENUE AND ACCOUNTS PAYABLE MANAGER**

Classification Specification
(Non-Classified)
Range 19

JOB SUMMARY

The Revenue and Accounts Payable Manager works under the direction of the Director of Finance. The Revenue and Accounts Payable Manager plans, organizes and directs all aspects of the City's Licensing including business licensing, alarm permit, animal licensing, cannabis and the special event and film permits. This position is responsible for performing a variety of complex administrative, technical and professional work in handling all accounts payable and revenue collection activities. This position will work closely with and provide all necessary financial documents to the City's independent auditors and assist in providing the City's Comprehensive Annual Financial Report in accordance to GASB guidelines. Additionally, this position will provide expert professional assistance and guidance to management on revenue management and accounting and related matters; act as the department head in the absence of the Director of Finance; advise the City Manager and the City Council on long-term financial planning, financial policy matters; and performs related duties as assigned.

SUPERVISION RECEIVED

The Revenue and Accounts Payable Manager works under the direction of the Director of Finance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Revenue and Accounts Payable Manager. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Manages and supervises assigned operations to achieve goals within available resources plans and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short and long range plans, gathers, interprets, and prepares data for studies, reports and recommendations; coordinates division activities within the Finance Department and other departments and agencies as needed.
- Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.
- Evaluates accounting operations and activities; recommends improvements and modifications.
- Communicates official plans, policies and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control.
- Prepares revenue projections and participates in the annual budget development process.

- Determines work procedures and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Maintains harmony among workers and resolves grievances.
- Performs or assists subordinates in performing duties; adjusts errors, answers questions and provides information to the public, investigates complaints, and recommends corrective action as necessary to resolve complaints.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.
- Manage the collection of taxes, fees, and other receipts in accordance with laws and regulations.
- Supervises the activities of those involved in all aspects of the business licensing process including but not limited to:
 - Financial transactions conducted by the business license function, including: the preparation and of mailing of invoices; the calculation and collection of business license fees, penalties and delinquent accounts; the collection of NSF checks; the posting of cash received; and the reconciliation of the cash drawer at the end of each day.
 - Administrative aspects of the business license function, including: enforcing all regulations relevant to the business license process; assisting businesses in the compliance of all licensing requirements; routing new business license applications to all departments for approval and coordinate inspections with inspectors; preparing and issuing all business licenses; conducting on-sight inspection and responding to inquiries relative to the business license function.
- Works with film production companies for scheduling, location, times, use of City property and or public right of way, and potential impacts on neighborhood.
- Examining the location of filming sites to determine the impact on neighbors.
- Defining, numbering and locating each property impacted.
- Ensuring that all affected neighbors are properly notified by the film company and that signature surveys are completed for each property that will be impacted.
- Visiting sites during filming to ensure that film company is complying with all terms and conditions of film permit.
- Supervises the activities of those involved in all aspects of the special events permit process.

- Coordinates with all relevant City departments in the accepting, reviewing and issuing all necessary applications, permits, requests and required forms.
- Identifies and recommends ways to improve policies and procedures related to customer service.
- Develops financial studies and plans forecasts, estimates, and monitors the financial condition of the City to assure the fiscal well-being of the City.
- Prepares financial reports.
- Oversees the central computerized financial and management information systems of the Licensing department, including Tyler/Munis, Tyler Cashiering and Progressive systems.
- Assumes responsibility for budget preparation and execution.
- Oversees the posting and reconciliation of Daily Cash ledgers and accounts.
- Oversees collections, receivables and accounts payable activities and processing.
- Oversees citation, animal licensing, alarm permit and other billings.
- Provides required and necessary financial documents to auditors.
- Develops finance related ordinances and resolutions.
- Represents the city at various conferences and meetings.
- Perform general management duties for the city manager as assigned.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- Graduation from *accredited four-year college or university with a degree in Accounting, Finance, Business or Public Administration, or a closely related field.
- A minimum of seven (7) years of progressively responsible municipal finance work, at least four (4) years of which were in a management or supervisory capacity.

Or

- A Master's Degree from an *accredited college or university with a degree in Accounting, Finance, Business or Public Administration or closely related field.
- A minimum of six (6) years of progressively responsible municipal finance work, at least three (3) years of which were in a supervisory and management capacity.

****Accreditation shall be by a national or regional accreditation body that is recognized by the Secretary of the United States Department of Education.***

Licenses, Certificate and/or Special Requirements

- A valid California class “C” driver’s license, safe driving record, and proof of insurance are required at the time of appointment.
- License as a Certified Public Accountant is desirable but not required.

QUALIFICATION

Knowledge, Skills and Abilities

- Knowledge of modern governmental accounting theory, principles, and practices.
- Knowledge of internal control procedures and management information systems.
- Knowledge of office automation and computerized financial applications.
- Knowledge of how to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures.
- Knowledge of public finance and fiscal planning; considerable knowledge of accounts payable functions; working knowledge of principles of accounting and auditing as promulgated by the American Institute of Certified Public Accountants (AICPA), the Financial Accounting Standards Board (FASB) GAAFR, GAAP and GASB.
- Ability to effectively supervise staff.
- Ability to establish and maintain effective working relationships with employees, city officials.
- Ability to communicate effectively orally and in writing.
- Ability to plan, organize and direct the work of lower level staff.
- Ability to select, supervise, train and evaluate staff.
- Ability to delegate assignments and responsibilities.
- Ability to identify and respond to community and City Council issues, concerns and needs.
- Ability to prepare clear and concise administrative and financial reports
- Ability to research, analyze and evaluate new service delivery methods and techniques.
- Ability to interpret and apply Federal, State and local policies, laws and regulations.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of recycling sites, facilities or operations. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl; talk or hear, and smell. 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 the ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or air borne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate in office settings and loud in the field. Must submit to random drug testing in accordance with the City's drug and alcohol policy.

FLSA Status: Exempt
Bargaining Unit: HEG
Civil Service Status: N/A

Revised: April 11, 2022
CSC Approved: N/A