

REVENUE MANAGEMENT SUPERVISOR 1

Job Code	Pay Grade
16374	CL18

Nature of Work

This is highly responsible work leading and supervising subordinates in pre-auditing, processing, and recording financial transactions in a complex multi-fund and account environment of a section of the Utilities Department. An employee in this class is responsible for supervising a technical staff performing highly automated tasks to administer revenue management systems in the Customer Service Division of Utilities. Work is performed under general supervision with considerable independent judgment and initiative exercised in carrying out the daily operations of the section. The position reports to the Division Manager or designee.

Minimum Qualifications Requirements

- 7 years experience in recognized accountant work in a highly automated business environment that includes 1 year of governmental accounting and supervisory training or experience; or
- Associate's degree in accounting, business, finance, public administration or related field (or 2 years of related college level education) and 5 years experience as described above; or
- Bachelor's degree and 3 years experience as described above; or
- Master's degree and 1 year experience as described above; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- A Florida Driver's license or Florida Commercial Driver's license and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Preference may be given to candidates with certifications in business systems and software applicable to Utilities operations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Supervises personnel implementing payment processing, billing/invoicing, collections, and /or revenue analysis functions and activities.
- Oversees the financial processes involved with reconciliation of revenue and BCC Finance.
- Trains staff on financial processes involved with the various revenue functions within specific units.
- Supervises staff engaged in complex accounting activities associated with collection of revenue.
- Maintains service level agreements for various functions associated with the department billing systems.
- Conducts internal accounting and systems audits in compliance with best business practices.
- Tests, monitors, and maintains financial accounting and information systems for internal controls and data integrity.
- Resolves complex billing issues, approves account adjustments, and billing corrections.
- Prepares, monitors, and tracks a wide range of information and reports used to manage department activities.
- Takes initiative and demonstrates pro-active measures to take steps and make recommendations that improve department policies, procedures, systems, and capabilities.
- Ensures efficient and effective office processes taking initiative to meet business goals.
- Evaluates subordinate employees' performance and counsels the employee as required.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of governmental accounting principles and practices and ability to apply this knowledge to work situations.

REVENUE MANAGEMENT SUPERVISOR 1 (continued)

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Knowledge, Skills, and Abilities (continued)

- Knowledge of large and complex segments of a computerized governmental financial management system.
- Knowledge of data processing principles, methods and practices.
- Ability to plan, assign and supervise the work of subordinate employees.
- Ability to communicate effectively, both orally and in writing.

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Created	EEOC Code	Overtime Code
10/12	Professionals	Classified/Excluded