



CITY OF MONROE (OH)
invites applications for the position of:

Financial Services Manager

SALARY:	\$70,956.29 - \$99,671.41 Annually
DEPARTMENT:	Finance
OPENING DATE:	11/01/22
CLOSING DATE:	11/30/22 11:59 PM
DESCRIPTION:	

Under general direction, the Financial Services Manager manages the revenue functions, the Utility Billing operations and Community Support services for the City.

DETAILED WORK ACTIVITIES:

Manages the daily activities of the Utility Billing operations and Customer Support services; makes recommendations as to the hiring, firing, advancement, promotion, or any other change of status of subordinate employees; develops training materials and instructs employees; administers or recommends disciplinary action; conducts performance evaluations; approves time sheets and leave requests, assists Community Support and Utility Billing teams as needed.

Manages accounts receivables and the collections of delinquent accounts; oversees the collection and processing of building permits for the Development Department; prepares various financial reports utilizing MUNIS, Crystal, and Excel applications. Analyzes revenue.

Corresponds with residents regarding utility billing when escalated above the Utility Billing and Collections Specialist; prepares notifications of delinquencies and formulates and manages payment plan arrangements; assists with shut-off list processes for delinquent accounts; assists the Development Department with collection of building permits; processes payment files, balances daily collections, posts and verifies deposits.

Monitors and records all EMS activity; acts as liaison to the City's 3rd party biller and clients regarding billing issues with EMS activity; records revenue received for EMS activity and compiles a spreadsheet for verification; monitors all bills from for EMS billing and reconciles to ensure fees accurately reflects revenue received; prepares PO and submits invoices to accounts payable.

Develops and implements office best practices; analyzes and updates financial policies and procedures; assists with implementation of new finance department software; troubleshoots and maintains finance software as it relates to revenue collection and Utility Billing and Community Support.

Performs relevant research to identify available grant opportunities and develops strategies to work with departments to implement grants for the organization.

Attends meetings and serves on committees, as required; attends various meetings, seminars, and workshops.

Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

Demonstrates regular and predictable attendance; due to the nature of the job, the Financial Services Manager may be required to return to work after normal work hours or on weekends when assigned or when requested to do so.

Performs other duties as assigned.

QUALIFICATIONS:

Bachelor's Degree from an accredited college or university with major course work in accounting, public administration, business administration or related field; five (5) years work experience in public finance and accounting with at least two (2) years in a supervisory capacity; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: City and Department goals and objectives; *City and Department policies and procedures; basic accounting; bookkeeping; finance; payroll practices and procedures; inventory control; City tax code; public relations; personnel administration; employee training and development; supervisory principles and practices; general office practices and procedures; English spelling, grammar, and punctuation.

Skill in: Use of modern office equipment; data entry; adding machine or calculator operation; computer operation; Microsoft Office, MUNIS and CRYSTAL reporting applications.

Ability to: Carry out instructions in written, oral, or picture form; deal with problems involving several variables with familiar context; exercise independent judgment and discretion; complete routine forms; prepare accurate documentation; compile reports; gather, collect, and classify information; add, subtract, multiply, and divide whole numbers; communicate effectively; respond to inquires from public and/or officials; develop and maintain effective working relationships; travel to and gain access to worksite.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.monroehio.org>

Position #20222105
FINANCIAL SERVICES MANAGER
DJ

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