



City of Rapid City
Asset Management and Accounts Receivable Manager
Position Description

Page 1 of 2

Job Title: Asset Management and Accounts Receivable
Manager

Department: Finance

Division: Accounting

Reports To: Deputy Finance Officer

FLSA Status: Exempt

Classification: Non-Union

Grade: 22

Prepared By: Pauline Sumption

Prepared Date: 04/18/2013

Approved By: Pauline Sumption

Approved Date: 04/18/2013

SUMMARY

Provides for a uniformed accounting system in accordance with generally accepted accounting principles and state statutes in relation to accounts receivable, cash receipts and asset management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following:

1. Supervise and direct the activities of multiple financial and budgetary programs including cash receipts, accounts receivable, fixed asset and inventory management, assessments, tax increment districts, investments and banking.
2. Direct and maintain controls over the City's general and subsidiary ledgers and financial systems for accounts receivable, cash receipts and asset management. Ensure all manuals and guidance documents are accurate and current and comply with applicable regulations and best practices.
3. Furnishes management with timely and accurate financial statements and other management reports.
4. Establishes investment objectives and evaluates results. Invests cash balances of all funds
5. Prepares financial trends, analyses of revenue and other information necessary for sound financial management.
6. Maintains accounting ledgers, journals and registers of city receipts.
7. Make recommendations to and confers with the Finance Officer in matters relating to the fiscal policies of the City; advise major organizational units on proper financial procedures. Establishes and monitors written accounting and internal controls and procedures as it relates to accounts receivable, cash receipts and asset management.
8. Direct the Finance department's efforts to assist external departments in effectively using the City's financial systems. Provide user assistance and instruction in proper accounting and financial procedures.
9. Prepares financial trends, analyses of revenue, and other information necessary for sound financial management. Responsible for conducting City elections, public relations, license and trust funds.
10. Prepares and maintains special assessment billing records.
11. Assists with annual report preparation.
12. Provides assistance and guidance to elected officials, Department Directors, employees and the general public regarding various financial matters.
13. Represents the Finance department at various internal and external meetings providing financial information and direction as necessary.
14. Perform other such duties and functions as are necessary or incidental to the proper performance of this position.

SUPERVISORY RESPONSIBILITIES

Manages one subordinate supervisor who supervises a total of three employees in Accounts Receivable. Is responsible for the overall direction, coordination, and evaluation of this unit. Also directly supervises four non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor's degree from four-year college or university in Business, Finance, Accounting, Public Administration, or related field and five years directly related experience; to include two years of experience supervising major accounting functions. Experience in governmental accounting, fiscal management or accounts receivable desirable.



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Page 2 of 2

Communication Skills: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or governing body.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer and Administrative Skills: Knowledgeable of Microsoft Office products or similar products, must be proficient with 10-key; ability to learn specific programs related to municipal government.

Certificates, Licenses, Registrations: Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire. Certified Public Accountant (CPA) with experience in public sector preferred.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands. The employee is frequently required to talk and hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

Work Environment: 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. The noise level in the work environment is usually moderate.

OTHER SKILLS AND ABILITIES

Demonstrated in-depth knowledge of the application of accounting principles and practices of municipal financial management, accounting, financial reporting and auditing. Knowledge of Generally Accepted Accounting Principles. Ability to analyze financial data and draw logical conclusions; to keep records and write reports. Ability to interpret and apply laws and regulations pertaining to financial records.