



# JOB DESCRIPTION – AFD, REVENUE CYCLE MANAGER

<b>Job Title</b>	Assistant Finance Director – Revenue Cycle Manager	<b>Department</b>	Finance
<b>Reports to</b>	Finance Director	<b>Salary Level</b>	X
<b>Classification</b>	Exempt	<b>Revision Date</b>	12.01.2022

## I. General Description

This position is responsible for performing accounting functions in the areas of grant reporting, revenue cycle, and cash management.

## II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demand satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

## III. Essential Job Duties

- Maintains all grant files, records, and supporting documentation to Federal, State, and local grantors.
- Review, monitor and track compliance on grant contracts and provide corrections as needed to ensure financial and grant compliance.
- Responsible for the preparation, administration, and oversight of grants and associated projects
- Prepares all necessary general ledger entries.
- Review and post all EFT deposits received and EFT payments made.
- Assist Finance Director with monthly account reconciliations.
- Work with taxpayers and staff to resolve issues identified.
- Participate in the recruiting and training of qualified personnel for finance department positions.
- Oversee the creation and/or maintenance of standard operating procedure (SOP) for all grants, revenue cycle, cashier, receivables and taxes job duties.

### Other Duties:

- Assist the Finance Director in the preparation of the annual budget.
- Assist the Finance Director with the coordination and preparation of the audit schedules as required by auditors.
- Assist with the City of Dillingham’s Strategic Planning projects.
- Special projects as requested by Finance Director.
- Ensure proper computer maintenance of the accounting software.
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- Ensure proper computer maintenance of the accounting software.
- In Finance Director's absence, or when delegated, will supervise Finance Department staff.

## IV. Knowledge, Skills, and Abilities

### Knowledge:

This position requires proficiency in the following areas:

- Knowledge of governmental fund accounting and general accounting terminology and practices.
- Knowledge of accounting software, MS Windows server, and personal computers, general office procedures, equipment, and filing system.

### Skills and Abilities:

This position must demonstrate the following skills and abilities:

- Establish priorities, lead and motivate others.
- Excellent written and oral communication skills, problem-solving skills, and interpersonal skills.
- Must be able to operate the following; personal computer, including word-processing, spreadsheet, and database software, 10-key calculator.
- Meet operational deadlines in accordance with prescribed goals and objectives.
- Ability to work independently.
- Interact with the public in a courteous, helpful and professional manner.
- Work with co-workers, outside agencies, and vendors in a professional manner.
- Maintain the confidentiality of information acquired during service as a City employee.

## V. Work Environment and Physical Effort

Office environment. This position is located off of a busy, open area office. The employee is faced with constant interruptions and must meet with others on a regular basis. While performing the duties of this job, employee will frequently be required to use hands and fingers dexterously to operate office equipment. The employee will have to spend long hours sitting and using office equipment and computers which can cause muscle strain. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; strength to lift and carry materials weighing up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. There are a number of deadlines associated with this position, which may cause significant stress.

## VI. Education and/or Experience

### Education:

- BS/BA degree in accounting, business, finance or other closely related area.



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- Any combination of training and experience that provides the equivalent knowledge, skills and abilities can be substituted for formal education.

Experience:

- Five years of municipal and/or public accounting experience.
- Knowledge of fund accounting, audit procedures, computer knowledge, and supervisory experience required.

## VII. Certification and Training

- National Incident Management System (NIMS) compliance training and certification within 6 months of hire.

## VIII. Supervisory Responsibility

Cashier, Taxes, and Receivables Staff.

## IX. Scope of Employment

Regular, full-time employment, exempt position.

## X. Acknowledgment:

I understand the duties of my position as contained in this job description.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

This job description is accurate and has been reviewed by the above employee.

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

This job description approved by:

	Initials	Date
Department Head:	_____	_____
City Manager:	_____	_____