



Title: Revenue Collector

Class Code: 1406

JOB DESCRIPTION

General Description:

The purpose of this class within the organization is to plan, organize and direct the revenue collection activities for utility billing collections, both in-house accounts and coordinate collections with our outside agency.

Duties and Responsibilities:

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Serves as primary back up manager for Customer Service Administrator.
- Processes, prints, and prepares, miscellaneous utility bills and posts miscellaneous service fees and charges to customer accounts to included hand billed gas customers and misc. water & sewer billings.
- Monitors aging utility accounts for collection purposes.
- Communicates with citizens and businesses and oversees debt collection for past due accounts.
- Participates in the debt collection, receipt and recording of utility revenues; ensuring collection and accountability of utility revenue; preparing and maintaining appropriate records and files.
- Prepares reconciliation of receivable sub ledger to the fund ledger; prints customer statements, reviews delinquent utility accounts, communicates with customers regarding delinquent utility accounts via mail to include delinquent letters and telephone.
- Prepares and distributes various activity reports including debt collection & cash collections.
- Assist Customer Service Representatives in frontline service to customers who call or visit the Finance Department.
- Performs related work as assigned.

Minimum Education and Experience Requirements:

Requires a Bachelor's Degree in Business, Finance, Accounting or closely related field; Requires two years' experience in government accounting, finance or closely related experience; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Physical Demands:

Performs sedentary work that involves walking or standing some of the time and involves sustained keyboard operations.

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Unavoidable Hazards (Work Environment):

None.

Special Certifications and Licenses:

None.

Americans with Disabilities Act Compliance:

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

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