



**City of Rapid City  
Accounts Receivable Manager  
Position Description**

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**Job Title:** Accounts Receivable Manager  
**Department:** Finance  
**Division:** Accounts Receivable  
**Reports To:** Deputy Finance Officer  
**FLSA Status:** Exempt  
**Classification:** Non-Union

**Grade:** 22  
**Prepared By:** Tracy Davis  
**Prepared Date:** 04/18/2013, 07/02/13, 10/27/17  
**Approved By:** Pauline Sumption  
**Approved Date:** 11/07/2017

**SUMMARY**

The Accounts Receivable Manager provides for a uniformed accounting system in accordance with generally accepted accounting principles and state statutes in relation to accounts receivable and cash receipts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities include the following; other duties may be assigned:

1. Supervise and direct the activities of multiple financial programs including cash receipts, accounts receivable, assessments, and banking.
2. Direct and maintain controls over the City's general and subsidiary ledgers and financial systems for accounts receivable, cash receipts and assessments. 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. Maintains accounting ledgers, journals and registers of city receipts by verifying and posting entered batches, correcting any misapplied payment, handling payment reversals related to NSF checks, and updating accounts receivable charge codes.
5. Maintain any City credit card machines located throughout the departments. Update for PCI compliance. Liaison between credit card machine companies and City.
6. Resolve complex issues and complaints with customers (internal and external) either in person or over the phone.
7. Responsible for ACH transfers of payroll, retirement, utility billing, and retiree insurance payment files.
8. Make recommendations to and confers with the Deputy Finance Officer and 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 assessments.
9. Direct the Finance department's efforts to assist external departments in effectively using the City's financial systems in relation to accounts receivable, cash receipts, and assessments. Provide user assistance and instruction in proper accounting and financial procedures.
10. Prepares financial trends, analyses of revenue, and other information necessary for sound financial management.
11. Assists with City election forms and questions from potential candidates. Prepares and maintains special assessment billing records.
12. Assists with annual report preparation.
13. Provides assistance and guidance to elected officials, Department Directors, employees and the general public regarding various financial matters.
14. Represents the Finance department at various internal and external meetings providing financial information and direction as necessary.

**SUPERVISORY RESPONSIBILITIES**

Directly supervises six non-supervisory employees in Accounts Receivable and Cashiering. Is responsible for the overall direction, coordination, and evaluation of this unit. 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. Encourages individual professional development opportunities for staff and encourages team development opportunities. Maintain professional and technical knowledge of self and staff by participating in educational webinars or seminars, reviewing professional publications, establishing personal networks, and participating in professional



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societies. The number of direct reports is subject to change (increase/decrease) with or without notice. Responsible for reviewing and approving timecard/payroll information.

### 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 an accredited four-year college or university in Business, Finance, Accounting, Public Administration, or closely related field and five (5) years directly related experience in governmental or non-profit accounting and accounts receivable; to include two years of experience supervising major accounting functions. Must possess working knowledge of Generally Accepted Accounting Principles (GAAP).

**Communication Skills:** Ability to read, analyze, and interpret the most complex documents. Must possess good to excellent interpersonal, verbal and written communication skills. 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. Must be able to communicate in a professional manner to internal and external customers.

**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:** Must possess good to excellent working knowledge of Microsoft Office® products as well as web-based financial/business systems. Must be proficient with 10-key and possess ability to learn specific programs related to municipal government. Must possess good organizational, time management and planning skills to structure schedules and prioritize tasks to complete projects efficiently and effectively.

**Certificates, Licenses, Registrations:** Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire.

**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 and involves frequent interruptions.

### 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. 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.



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**Preferred qualifications:** Current CPA (certified public accountant) license preferred.

**Travel:** Up to 10% local, regional, state and/or nationwide travel may be required to attend training, conferences or seminars.

**Work hours:** This is a full-time position. Evening and weekend work may be required as job duties demand.

**This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.**