

TOWN OF COMOX
CLASS SPECIFICATION

CLASS TITLE: REVENUE MANAGER

NATURE AND SCOPE OF WORK:

Reporting to the Director of Finance, the Revenue Manager is responsible for overseeing the operating functions of the Revenue Center, including managing and directing the work of customer service, accounts receivable, and accounting support staff. Work is broad in scope and generally of high complexity.

The Revenue Manager is responsible for achieving efficient operations through reliable performance in accounting, collection functions, and preparation of bylaws and revenue controls.

The Revenue Manager, under the supervision of the Director of Finance, assists in fulfilling the statutory functions of the Collector of Taxes. The incumbent is expected to exercise sound judgment, tact, and discretion when dealing with confidential matters and demonstrate exceptional customer service to other departments and the public.

The Revenue Manager will be required to research, interpret legislation, and remain current on best practices in municipal revenue operations while working independently and exercising sound judgment in selecting and interpreting information.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Administers property taxes, including property value tax, PILT, parcel taxes, permissive tax exemptions, provincial tax programs, other taxing authorities, and tax sale. Specifically, preparing bylaws, notices, invoices, advertisements, and related tasks (reconciliations, policies and planning).
- Responsible for selection and managing the staff of the Revenue Center.
- In the absence of staff, performs front counter and cashier duties as required.
- Responsible for corporate accounting, reconciliations, journal entries, and preparation of working papers for the annual audit.
- Reviews account reconciliations and other work prepared by ACIV.
- Administers all municipal revenue functions, including marina, solid waste, business licenses, dog licenses, Town properties and land leases, water and sewer utilities.
- Provides monthly revenue reports to the Director of Finance and other Directors as requested, including budget variances and revenue metrics.
- Responsible for grant administration and monitoring grant revenue receipts.
- Monitors revenue contracts and collections, including Comox Firefighters Association, K'omox First Nation, Comox Valley RD, CFPID, and Emterra.
- Prepares revenue bylaws, policies, and related reports to council.
- Monitors bank balances, create EFTs and inter-account transfers, and reviews cheque exception reports.
- Responsible for finance storage/archive space, including the annual review of files for

- destruction.
- Manages donation receipts.
 - Manages Community Centre's revenues, including controls, refunds and reports.
 - Assists the Director of Finance and Deputy Director of Finance with financial reporting requirements such as financial statements and audits.
 - Performs special projects as assigned, such as development revenues, new payment collection methods, etc.
 - Performs other accounting/finance duties as required.

REQUIRED KNOWLEDGE AND SKILLS:

- A Chartered Professional Accountant (CPA) designation would be considered an asset.
- Minimum of five (5) years of accounting experience with an in-depth understanding of accounting functions would be considered an asset.
- Minimum of three (3) years of management experience in a unionized environment is preferred
- Leadership and supervisory experience.
- Strong customer service skills.
- Excellent verbal and written communication skills.
- Proven ability to meet deadlines and complete work independently with a high degree of accuracy.
- Capable of building and maintaining close working relationships and facilitating collaboration with staff, other departments, and other stakeholders.
- Strong working knowledge of MS Office and accounting software packages.
- Ability to take responsibility for resolving issues with staff, tech support, software providers, and vendors.