



REVENUE AND INVESTMENT MANAGER

Department: Finance
Job Class #: 029300
Pay Range: Executive 06

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION:

This is highly responsible supervisory and program management work in the field of fiscal management for Pierce County Finance Department. An employee in this classification is responsible for the proper administration of revenue collection, disbursement and accounting; debt service management; and investment activities in accordance with acceptable public sector finance and cash management principles, practices, and procedures. Work involves the development of program goals, objectives, policies and procedures, and the evaluation of program operations and effectiveness. Guidelines are available in the form of well-defined to very general internal policies, procedures, and precedents, as well as Federal, state and local laws, acts, ordinances, and regulations. An incumbent is given considerable latitude to exercise independent judgment, initiative and resourcefulness in adapting existing policies and precedents to specific situations and in developing new or improved techniques and methods of obtaining effective results and overcoming unusual problems. Work is performed under administrative direction and is assigned in terms of general objectives within the resources available. An employee exercises considerable authority for decision-making on both professional and administrative matters, consulting with higher level management only in matters involving policy direction or clarification. Work is reviewed on occasion for fulfillment of program objectives, adequacy of professional judgment, conformance with statutory requirements, quality of supervision provided and compliance with standards of performance for the position.

ESSENTIAL FUNCTIONS:

- Directs the collection, accounting, and processing of all revenue received by the County and other local governments generated through taxes, licenses, permits, fees, and other sources as provided for in state, county or other local ordinances and laws.
- Plans, coordinates, and manages the County's investment portfolio and related activities, including cash forecasting, short and long-term investing, bond financing and paybacks.
- Administers cash management operations which include directing the effective collection of delinquent accounts, time deposit of all monies received, and disbursement of funds.
- Coordinates investment accounting procedures with data processing to establish and maintain effective internal control and reporting systems.
- Directs the seizure and/or sale of personal property for non-payment of taxes.
- Supervises professional and office support staff assigned to the work unit.
- Assigns duties and responsibilities to subordinate staff.
- Establishes performance standards and evaluates employee performance.
- Selects, trains, and disciplines subordinates.

OTHER JOB FUNCTIONS:

Performs other related job functions as assigned.

REVENUE AND INVESTMENT MANAGER

Classification Description - Pierce County

Page 2

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the principles and practices of public sector fund investment, and of the Federal, state and local laws, rules, regulations, and guidelines pertaining thereto.
- Considerable knowledge of the principles, practices, and techniques of cash management; debt financing; investment security options; and financial forecasting.
- Considerable knowledge of the Federal, state and local tax collection procedures.
- Considerable knowledge of the principles and practices of supervision, organization and administration.
- Knowledge of Federal, state and local laws, rules, regulations, and guidelines governing accounting procedures affecting governmental financial operations, including GAAP, GAARF, and BARS.
- Knowledge of banking and investment advisory relationships.
- Knowledge of current literature and trends in the area of governmental accounting.
- Knowledge of computerized accounting methods and techniques as applied to accounting functions.
- Ability to plan, assign, supervise, and evaluate the work of subordinates.
- Ability to develop and implement administrative standards and procedures, and to evaluate their efficiency and effectiveness.
- Ability to express ideas and convey information effectively in oral and written communication.
- Ability to analyze complex fiscal operations and to recognize and solve complex problems related to the work assignment.
- Ability to make cash flow projections to effect the highest yield on invested funds.
- Ability to use and operate a personal computer.
- Ability to establish and maintain effective working relationships as necessitated by the work of the position.
- Ability to physically perform the essential job functions.
- Ability to meet the travel requirements of the position.

RECRUITING REQUIREMENTS:

Graduation from a four-year college or university with major course work in business or public administration, finance, accounting or related discipline applicable to the requirements of the position and four years of progressive responsible professional finance or accounting experience affording familiarity with public sector cash management/investment operations, which includes two years in a supervisory or managerial capacity. Graduate level course work in a discipline directly related to the requirements of the position may be substituted, year-for-year, non-supervisory experience up to a maximum of two years.