

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Revenue Coordinator

**Department:** Finance  
**Pay Grade:** 510  
**FLSA Status:** Non-Exempt  
**Job Code:** F371

#### JOB SUMMARY

The Revenue Coordinator performs advanced administrative and analytical work in the coordination, reconciliation, and reporting of City revenues. This position ensures accuracy and compliance in the billing, collection, and deposit of City funds across multiple revenue sources, including property taxes, utilities, business licensing, and other municipal services. The Revenue Coordinator serves as a key liaison between the Finance Department, other City divisions, financial institutions, and external vendors to ensure the integrity of all revenue streams and related financial transactions.

#### ESSENTIAL JOB FUNCTIONS

- Oversees and coordinates the collection, posting, and reconciliation of City revenues including property tax, utility billing, business licenses, and other departmental income.
- Reviews and analyzes account records, identifying discrepancies or delinquent balances and determining appropriate collection actions.
- Administers delinquent account follow-up processes, including payment arrangements, collection notices, and lien filings.
- Monitors and reconciles daily cash receipts, electronic payments, and deposits to ensure accuracy and compliance with City policy.
- Coordinates with banking institutions regarding lockbox operations, returned checks, ACH transactions, wire payments, and merchant services.
- Serves as the department administrator for credit card processing, including setup, compliance, training, and troubleshooting for Citywide point-of-sale and online transactions.

- Prepares and reviews daily cash collection and deposit reports, ensuring adherence to financial controls and reconciliation standards.
- Maintains and updates internal databases, spreadsheets, and records for unclaimed property, account adjustments, and audit documentation.
- Conducts research and account analysis to resolve payment discrepancies and misapplied funds across departments.
- Provides analytical support and reporting to management regarding revenue trends, collection performance, and reconciliation variances.
- Participates in system upgrades, testing, and implementation related to financial software, cashiering, and revenue collection systems.
- Provides customer service to citizens, vendors, and internal departments regarding account inquiries, payment options, and billing corrections.
- Supports Finance leadership with special projects, audits, and revenue process improvements.
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Associate's degree in Accounting, Finance, Business Administration, or related field preferred; or equivalent combination of education, training, and progressively responsible experience in revenue administration, accounting, or financial operations (minimum of three (3) years required).

#### **Licenses or Certifications:**

- None; certification in governmental accounting or cash handling preferred.

#### **Special Requirements:**

- None

#### **Knowledge, Skills and Abilities:**

- Knowledge of principles and practices of revenue collection, reconciliation, and financial recordkeeping.
- Understanding of applicable laws, regulations, and policies governing municipal revenue programs, including property tax, utility billing, and occupational tax.
- Strong analytical and problem-solving skills, with the ability to interpret and reconcile complex financial data.
- Proficiency in financial software systems, spreadsheets, databases, and reporting tools.
- Ability to maintain confidentiality and integrity of sensitive financial information.
- Strong organizational skills and attention to detail in maintaining audit-ready records.
- Excellent customer service and interpersonal communication skills.
- Ability to collaborate effectively with departments, banks, and external agencies to resolve issues and improve processes.

### **PHYSICAL DEMANDS**

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

#### **WORK ENVIRONMENT**

Work is regularly performed without exposure to adverse environmental conditions.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*