

# **JOB OPPORTUNITY CITY OF MANASSAS**

## **REVENUE SPECIALIST I**

**Hiring Rate:** \$18.72/hr

The Treasurer's Office is seeking an individual to perform clerical and financial work in calculating, posting, and verifying payments made to the City of Manassas. The applicant must have a strong mathematical ability to calculate rates and reconcile financial transactions. The successful incumbent will process payments in accordance with local and state laws. Accept/Process disbursements made by the State of Virginia for allocation to various City agencies; and balance and reconcile those payments.

Researches, verifies, and processes various requests for information accessing confidential records. Performs research such as address verification, Department of Motor Vehicles and VEC records, and checking delinquent status of individuals and parties expecting payments; and processes other requests mailed to the Treasurer's Office. Refers to and maintains files of collections in tax, tickets, accounts receivable, permits, code enforcement, and licensing databases, City Ordinances, State Codes, Treasurer's Office policies, policy and procedure manuals, laws/regulations, publications and reference texts. Interacts and communicates with various groups and individuals such as the City Treasurer, Chief Deputy City Treasurer, other government agencies, all City departments, mortgage companies, banks, and the general public as needed to coordinate work activities. Must be highly team-oriented and customer service focused. Applicant will have to attend sponsored training sessions off-site.

High School diploma or GED required; supplemented by two years of financial, clerical and/or customer service experience; or any equivalent combination of education, training and experience that provides the required knowledge, skills and abilities for this position.

To apply, complete the City application at <http://www.manassascity.org/jobs>

**EOE M/F**