

The Revenue and Collection Manager oversees billing, accounts receivables, collections, and assists in resolving customer requests to accomplish the efficient delivery of financial results.

JOB DESCRIPTION

- Revenue and Collection Manager
- Works under the general supervision of the Assistant Controller.
- Serves in the Office of Finance at the Corporate Office Building.

Manages a team of Accountants and Accounting Technician responsible for accounts receivables, billing, and debt collection/reconciliation. Provides overall objectives, policy guidance, and coordinates revenue projections. Develops and prepares financial statements, reconciles accounts, and ensures the accuracy of the Airports Authority' revenue and accounting data. Performs related functions.

GENERAL RESPONSIBILITIES

- Ensures revenue and accounts receivable activity is accurately entered into the accounting system.
- Oversees the preparation and distribution of invoices according to Airline Use and Premises Lease agreements, tenant contracts, and other source documents, ensuring invoicing is accurate and completed by the specified deadline.
- Reviews account reconciliations and accruals for accuracy and completeness; develops and reports on revenue projections.
- Manages the Revenue and Cash Receipts modules of the automated accounting systems/processes and assigns system security to users and ensures accessibility to the proper functionality; performs periodic transaction tests to ensure system internal controls.
- Coordinates the resolution of system problems with IT personnel and software contractors.
- Resolves customer requests, billing and outstanding financial issues in consultation with Airports Authority Departments and senior management, while maintaining good client relationships and customer service.
- Reviews credit worthiness of new accounts.
- Develops new or revised procedures to improve billing and collection processing and as needed, designs and prepares special analytical and statistical reports.
- Monitors debt collection and analyzes trends. Prepares delinquent account notices, contacts customer representatives and negotiates with past due accounts, as needed.
- Prepares a monthly Delinquent Accounts Report and initiates approval to "write off" uncollectible accounts.
- Participates in the development of the Comprehensive Annual Financial Report.
- Serves as backup for performing accounts payable and general ledger closing procedures, and other accounting operations.
- Performs other duties as assigned.

QUALIFICATIONS

- Five years of progressively responsible experience in finance or accounting that include substantive work in accounts receivable and debt collections, revenue management and forecasting, and financial analysis.

Knowledge, Skills and Abilities (KSA)

1. Comprehensive knowledge of generally accepted accounting principles, practices, methods and techniques including Internal Revenue Code, Generally Accepted Accounting principles (GAAP), and other guides such as Government Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB).
2. Ability to perform detailed analyses of data and information and make recommendations.
3. Knowledge of supervisory principles and ability to manage the operations and programs of the unit/team.
4. Ability to effectively manage multiple projects and competing priorities and issues at a time.
5. Ability to speak and write effectively, with emphasis on communicating financial information.
6. Skill in using a computer, modern office suite, accounting and financial systems/software and ability to learn new software/systems.

PREFERRED QUALIFICATIONS

- Knowledge of an enterprise financial system such as Workday.

EDUCATION

- Bachelor's Degree in Accounting, Finance or Business Administration or related field or an equivalent combination of education, experience and training

A full equivalent combination of education and training beyond what is needed to satisfy the education requirement may be used to substitute for up to two of the five years of experience. For example, a master's degree may substitute for two years of experience.

CERTIFICATIONS AND LICENSES

- A state driver's license in good standing.

NECESSARY SPECIAL FACTORS

- Work is typically reviewed during progress and upon completion for quantity, quality, timeliness, and customer satisfaction and is expected to be thorough, accurate and consistent with professional guidelines and standards.