

CLASS TITLE: Principal Revenue Analyst

CHARACTERISTICS OF THE CLASS: Under direction, analyzes existing license and revenue ordinances for the purpose of determining the need, opportunity and method to promote and increase sources of municipal revenues, and performs related duties as required.

EXAMPLES OF DUTIES: Develops and drafts municipal revenue ordinances; organizes and prepares revenue projections based on present and anticipated revenue collections; analyzes and evaluates revenue generating systems, methods and procedures for the purpose of developing and implementing improvements; evaluates current and anticipated revenue collection program requirements; prepares the annual program budget, expenditure reports and quarterly output reports.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Business, accounting or related degree supplemented by at least four years of progressively responsible financial experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of standard accounting and financial principles. Considerable knowledge of ordinances, regulations and laws governing municipal revenue generation and collection.

Ability to attend to detail. Ability to learn present systems relating to revenue generation.

Ability to establish and maintain effective working relationships with high level management personnel.

Considerable analytical skills. Considerable mathematical skills.