



# CLASS TITLE | REVENUE COLLECTIONS AND ENFORCEMENT ADMINISTRATOR

PAY GRADE: EX-44 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 1228

Effective Date : 08/03/2022

**PURPOSE OF THE CLASSIFICATION:** Under direction performs supervisory, administrative and technical work involving City revenue collections and enforcement within the Treasury Division, including sales and use taxes, hotel taxes, account receivables, municipal court tickets, franchise fees and improvement district assessments; and performs other related duties that may be assigned.

## ESSENTIAL TASKS:

- Supervises activities for revenue collections and enforcement and reviews work to ensure compliance with City ordinances and contracts
- Develops and implements programs related to the operations of revenue collection and enforcement
- Conducts audits and provides technical support to the external audit process in support of the collection of taxes and fees due the City
- Provides high level analysis of collections and procedures to verify accurate collections of fees and taxes
- Works with the state and local entities in the identification and collection of sales and use taxes
- Initiates investigations on tax delinquencies and recommends referral of tax violators to the City's Legal Department for prosecution
- Participates in drafting applicable ordinances, including related to franchising agreements and improvement districts, to ensure accurate collections
- Consults with and directs internal and external customers in the regarding budgetary needs and future projections to ensure Treasury is prepared for future requirements or changes
- Interprets City ordinances as they relate to collections and enforcement of ordinances
- Attends monthly Oklahoma Municipal League (OML) meetings, working to draft legislation beneficial to the City of Tulsa and supporting the implementation of state statutes
- Prepares Request for Proposals (RFP), evaluates and recommended responses to bids, including encumbering funds, to ensure the City is in compliance with applicable local, state, and federal laws and regulations and is a good steward of the public's money and trust
- Ensures the accuracy and audits various records related to tax collections
- Must report to work on a regular and timely basis.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

## QUALIFICATIONS:

Training and Experience: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Completion of 120 hours from an accredited college or university; **and**,  
(b) Seven (7) years of professional experience relevant to the essential tasks listed in this job description; **including**  
(c) Four (4) years direct experience managing staff working in a financial collections or auditing.

## Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of the principles, practices, and techniques of accounting
- Considerable knowledge of the principles of financial auditing
- Considerable knowledge of applicable local, state, and federal laws and regulations

Ability to:

- Ability to think critically
- Ability to courteously and tactfully communicate with internal and external customers
- Ability to move between projects quickly and seamlessly between unrelated tasks



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- Ability to remain calm in stressful situations
- Ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Skill in:

- Skill in professionally and calmly handling difficult persons or situations
- Skill in communicating effectively, verbally and in writing

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting, pushing, and pulling up to 50 pounds; occasional carrying up to 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, crawling, handling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of the following:

1. A valid Class "D" Oklahoma Driver license; **and,**

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting

**EEO Code: N-02**

**Group: Fiscal**

**Series: Financial Management**