



CITY OF DUBOIS, PENNSYLVANIA

16 W. SCRIBNER AVE. • P.O. BOX 408 • DUBOIS, PENNSYLVANIA 15801
TELEPHONE: (814) 371-2000

Fiscal Coordinator - Accounts Receivable

Job Description

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| Position Title: | Fiscal Coordinator – Accounts Receivable |
| Reports To: | Fiscal Administrator |
| Job Type: | Full-Time, Exempt |
| Compensation: | \$48,500 annually |
| Union: | Non-union |
| Location: | In-person, City of DuBois |

Position Summary

The Fiscal Coordinator - Accounts Receivable - is responsible for coordinating and processing all incoming revenue for the City, ensuring accurate and efficient financial transactions. This position plays a key role in maintaining the financial health of the City by tracking, recording, and reconciling accounts receivable, including taxes, fees, licenses, and other municipal revenues. The Fiscal Coordinator - Accounts Receivable will work closely with internal departments and external entities to ensure timely collection of funds, proper financial reporting, and compliance with municipal financial policies and regulations.

Duties & Responsibilities

Accounts Receivable Coordination

- Process, track, and reconcile all incoming payments, including tax revenues, service fees, permits, and other municipal income sources.
- Generate and distribute invoices, monitor outstanding balances, and follow up on delinquent accounts in accordance with City policies

- Accurately process and record payments received via cash, check, electronic transfers, and credit card transactions. Ensure timely bank deposits.
- Identify overdue accounts, initiate proactive collection efforts through phone calls, emails, and letters, and escalate delinquent accounts to appropriate authorities when necessary.
- Conduct monthly reconciliations.

Financial Compliance and Reporting

- Maintain accurate records of all transactions, ensuring proper documentation for audits and compliance with the Pennsylvania Third-Class City Code.
- Assist in preparing financial reports related to accounts receivable for department heads, city management, and city council, including monthly Treasurer's and Tax Collector's reports.
- Support annual financial audits by providing necessary documentation and responding to auditor inquiries.
- Maintain proper documentation and records for audits and compliance purposes.

Internal Controls and Process Improvement

- Ensure adherence to city, state, and federal financial regulations, including reporting requirements and internal controls.
- Work closely with the Finance Department, Tax Office, and other City departments to ensure seamless financial operations.
- Identify and implement best practices to improve efficiency and accuracy in the accounts receivable process.

Administrative Support

- Respond to inquiries from residents, businesses, and other stakeholders regarding billing, payments, and financial procedures.
- Cross-train with other finance staff.
- Assist with special financial projects.
- Perform other duties as assigned.

Required Knowledge, Skills, and Abilities

- Strong knowledge and understanding of accounts receivable processes, financial reporting and financial regulations in a government setting.
- Proficient knowledge of accounting software and data entry.

- Knowledge of manual and automated accounting systems.
- Knowledge of General Ledger and accounting principles and practices.
- Knowledge of budget controls, expense classifications, and procedures of municipal finance.
- Excellent verbal and written communication skills.
- Excellent customer service skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Proven time management skills with the ability to meet deadlines.
- Ability to establish and maintain effective working relationships with associates, governmental agencies, vendors, and the general public.
- Ability to prepare and analyze comprehensive information and carry out assignments to completion.
- Ability to handle confidential materials and information in an ethical and professional manner.
- Ability to use standard office equipment, including a computer, telephone, printer, and calculator.
- Ability to work independently, managing multiple tasks effectively.
- Ability to prioritize and delegate tasks appropriately.
- Ability to act with integrity, professionalism, and confidentiality in all matters.

Training & Background

- Associate's degree or higher in accounting, finance, business administration or a related field. Bachelor's degree preferred.
- Minimum of two (2) years of experience in accounts receivable, municipal finance, or government accounting.
- Experience working in a Pennsylvania municipal government or public-sector finance setting is preferred.
- Possession of a valid Pennsylvania driver's license.

Physical Requirements

- Work is performed in an office setting with standard working hours.
- Requires occasional lifting of files, records, or office supplies up to 25 pounds.
- Requires visual acuity to read and analyze financial documents, spreadsheets, and computer screens.
- May involve navigating within a typical office environment, including filing, retrieving documents, and attending meetings.

Tools and Equipment

Computer with financial accounting software, standard office software, and financial management systems for accounts payable processing. Standard office equipment, including a telephone, printer, scanner, copier, and fax machine. Secure document management systems for record-keeping and compliance.

Selection Guidelines

Formal application, review of education and experience, oral interview, background investigation including criminal history, credit history, drug test, final selection.

Probationary Period

Any person appointed to the position shall be subject to a six-month probationary period. The City Manager shall evaluate the adjustment, performance, and conduct to determine whether such a probationer is fully qualified for permanent appointment at the end of the probationary period.

Equal Employment Opportunity Statement

The City of DuBois is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We encourage applications from individuals of all backgrounds and experiences.