

	Municipality of the County of Annapolis <b>JOB DESCRIPTION</b>	Position Title: <b>MANAGER OF REVENUE</b>
	Union / Non-Union: <b>NON-UNION</b>	Classification Type: <b>FULL-TIME</b>
	Salary Classification: <b>RANGE 6 (UNDER EVALUATION)</b>	Approval Date: <b>JUNE 2026</b>

### **Job Summary**

The Manager of Revenue is a key leadership role within the Municipality's finance department. Reporting to the Director of Finance, the Manager of Revenue is responsible for the overall management of customer and business financial revenue and receivable accounts within the Municipality. The role ensures timely revenue collection (taxes, utilities, and other fees), oversees financial processes like tax sales and reconciliations, supports policy development, and provides leadership to staff while maintaining compliance with financial regulations.

### **Accountability**

The Manager of Revenue reports directly to the Director of Finance.

### **Specific Job Responsibilities**

#### 1. Leadership

- Provide daily support, coaching, and mentoring to Accounts Receivable Clerks and Finance Clerks
- Ensure processes and standard operating procedures are in place for staff understanding
- Follow all personnel policies and procedures for the effective performance management and succession planning for staff

#### 2. Accounts and Billing Management

- Responsible for the set up and maintenance of all financial revenue accounts and accounts receivable with the Municipality
- Ensure accurate customer data and approval of account changes
- Manage and oversee all billing cycles (property taxes, water, sewer, and miscellaneous)
- Ensure billing is completed on time (yearly property taxes, yearly sewer and water, and quarter sewer billing for Bridgetown) and Council approval is obtained as required

#### 3. Collections and Tax Sales

- Initiate and manage annual tax sale process
- Create and verify tax sale lists and coordinate with legal counsel
- Accept payments, issue tax deeds, and deposit surplus proceeds in the tax sale surplus account

#### 4. Financial Transactions and Reconciliation

- Oversee reconciliation of daily electronic fund transfers from external payments
- Review and authorize monthly bank reconciliations for the general operating account, reporting any discrepancies to the Director of Finance
- Prepare working papers and reports for the Municipal Auditor, annually
- Review and approve tax certificates as the Treasurer's delegate

5. Low Income Program
  - Administer and coordinate the low income property tax exemption program including the policy and any relevant documentation
  - Support the Finance Clerk with the review and approval of applications under the program
6. Financial Policy and Process Development
  - At the direction of the Director of Finance, contribute to the ongoing development of financial revenue policies and procedures
  - Research best practices and ensure compliance with applicable legislation
  - Coordinate a review of the Municipality's sewer bylaw and water rate approved Order every three years and report any needed recommendations to the Director of Municipal Operations and Director of Finance
7. Resident and Customer Support
  - Handle complex or sensitive inquiries from the general public, property owners, or lawyers
  - Prepare official documents, including tax certificates
  - Establish and maintain an alternate payment arrangement process for residents to prevent escalations such as tax sales and service shutoffs
8. Budget Preparation
  - Participate in the annual budget process calculating and forecasting revenues
  - Responsible for the calculation of area rates for Council approval
  - Coordination with departments and provide support for revenue calculation or generation as required
9. Reporting and Financial Analysis
  - Prepare a quarterly list of commercial property outstanding receivables for Director of Finance and CAO review
  - Annually assist the Director of Finance with uncollectible, outstanding property tax reporting
  - Annually develops a report to Council for any uncollectible accounts
  - Coordinate with the financial analysts in determining appropriate uncollectible accounts
10. Other Duties
  - Perform any other duties and projects as may be assigned by the Director of Finance

### **Qualifications and Expectations**

Education: Candidates must possess an undergraduate degree or diploma in commerce, accounting, finance, business administration, or a related field.

Designation: Candidates with a CPA designation or working towards their designation would be preferred.

Experience: Minimum of 5 years of related experience, with preference give to those working within a municipal government organization and with leadership experience.

Knowledge: Strong understanding of municipal finance and accounting, including Public Sector Accounting Standards (PSAS). Knowledge and experience within municipal taxation is an asset.

Requirements: Candidates must obtain a criminal records check to work for the Municipality of the County of Annapolis. This position will occasionally require work outside of normal office hours including evenings and weekends.

**Core Competencies**

Taxation and Financial Acumen: Exceptional understanding of the taxation and revenue accounts within municipalities. Strong ability to understand complex financial matters.

Communication: Ability to explain complex financial matters to various personnel and facilitate public presentations.

Financial Quality Assurance: Strong ability to identify discrepancies and rectify errors to produce accurate financial reporting.

Coaching and Mentoring: Ability to lead, coach, mentor, and encourage direct reports with emotional intelligence.

Technologically Savvy: Fluency with the Microsoft Office Suite and the ability to understand and utilize financial software.