

The City of West Hollywood, California

Revenue Manager

(\$144,802 - \$190,578 with excellent benefit package)

The City of West Hollywood is seeking a well-qualified Revenue Manager to lead staff in the provision of responsive, accurate and progressive financial services in support of City officials and municipal operations.

Revenue Manager

The Revenue Manager reports to the Director and oversees a \$879,000 operational budget with responsibility for billing, collection, analysis and tracking of city revenues including sales tax; property tax; transient occupancy tax, business tax and other revenue. The Revenue Manager leads a professional staff of four and oversees billing and collections, timely reports and analyses of city revenues, assisting all city departments in the administration of decentralized receivables; and enhancement of internal controls. The Revenue Manager position requires a Bachelor's degree from an accredited four-year college or university in Business Administration, Accounting, Economics or a related field and at least four years of progressively responsible experience in revenue collection, budgeting, auditing or financial analysis to include supervisory experience, or any combination of education, training, and experience providing the required knowledge, skills and abilities to perform the essential functions of the position. Public sector finance experience coupled with experience with Tyler's Eden Financial System and the CORE Cashiering System are strongly preferred.

Potential candidates should view a comprehensive brochure describing the position at: www.mercergroupinc.com before applying. Due date for submissions is: **March, 19, 2018** no later than 5:00 p.m., Pacific Standard Time. Electronic submissions and City Application required. Please provide a cover letter explaining why you believe you are a good choice for this position accompanied by a resume and four professional references (work history references will not be contacted until mutual interest with the City has been established) to: **Clark Wurzberger, The Mercer Group, Inc.; Email: cwurzberger@mercergroupinc.com; P.O. Box 546, Weimar, CA 95736; Tel. (530) 637-4559; Fax (650) 240-3933.**

AA/EOE. The City of West Hollywood provides equal employment opportunities (EEO) and prohibits harassment and discrimination in employment because of race, color, religion, sex, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental or physical disability, medical condition, genetic information, military and veteran status, age and pregnancy.

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