



REVENUE CONTROL OFFICER

Classified Unclassified

New Revised

DEFINITION:

This is highly analytical work which involves reviewing financial and budget related transactions and requests, analyzing budget trends and expenditures for the local government. The employee is responsible for tracking applicable budget data, and coordinate and manage the development of operational strategies to ensure best practices and established policies are maintained.

Work would also involve the complex phases of examination, projections and support with the preparation and data collection applicable to the budget process.

The employee performs a variety of routine daily tasks; is required to analyze and review the fiscal operations and procedures of all revenue generating departments and agencies, prepares reports and provides guidance on relative matters in accordance with established local laws, industry guidelines, policies, and procedures.

DUTIES (NOT ALL INCLUSIVE):

- Analyze financial data and the number of departments engaged to develop revenue- generating strategies.
- Analyze and review technical reports on the financial condition of the Government of the Virgin Islands.
- Prepare comprehensive reports on revenue collections of the Government of the Virgin Islands.
- Coordinate and execute the annual Revenue Estimating Conferences
- Direct and participate in studies of past revenues and expenditures and develop estimates of future revenues and expenditures based on analysis of data compiled.
- Review, recommend, initiate, and revise new and improved methods, policies, and procedures for revenue forecasting.
- Create regular revenue reports to show profits and losses.
- Analyze financial data to discover trends and patterns
- Identify areas requiring new fiscal strategies to be implemented.
- Coordinate and facilitate meetings and sessions to develop strategies to maximize GVI's revenue collections, cost-saving measures and make recommendations regarding pricing for services provided by departments and agencies.
- Assist with developing cost-reduction budget strategies
- Create forecasts showing projected revenue.
- Identify revenue control risks

- Develop and implement revenue control plans.
- Monitor and evaluate the effectiveness of implemented revenue control plans.
- Assist Agency head with managing and administering respective budget plans.
- Develop and support presentation of revenue collections information to key stakeholders.
- Provide support with the implementation of the Executive Budget and promote its strategic use by departments and agencies.
- Review revenue and expenditure projections across funds to determine viability, reasonableness, and potential for attainment.
- Provide support, analysis, reporting, communication, presentation, applicable policy advice, and budget development, as needed.
- Prepare written reports, agenda items, PowerPoint presentations, monthly financial reports, and other documents as may be necessary.
- Communicate with competent oral, written and presentation skills.
- Coordinate and manage revenue collection related events and activities, to include, but not limited to, conferences, meetings, and workshops.
- Conducts research and analysis on strategic and policy issues.
- Participates in professional trainings and development; adheres to attendance and workplace attire policies.
- Performs additional related duties as assigned.

FACTOR-1- KNOWLEDGE, SKILLS, ABILITIES:

- Proficient knowledge and competency in accounting and finances, revenue recognition, business operations, computer software and data mining applications
- Possess a high-level of professionalism and confidentiality.
- Possess high level of computer literacy and proficiency, especially in the latest Microsoft Office Suite: Word, Excel, Outlook, and PowerPoint
- Possess exceptionally efficient and effective oral and written communication skills with considerable experience and demonstrated ability to serve the public and others in a courteous and professional manner.
- Ability to understand complex, competing budget needs, revenue data and make policy and budget recommendations that best serve the organization.
- Ability to exercise efficient time management.
- Ability to coordinate and handle multiple tasks, meeting established deadlines.
- Ability to analyze and evaluate data, create spreadsheets, charts, graphs, and presentations.
- Ability to understand detailed financial information in the larger context of the long-term financial strategy of the organization.

- Ability to prepare complex oral and written reports.
- Ability to prepare financial data analysis.
- Ability to read and comprehend.
- Self-motivated, with the ability to work with minimal supervision.
- Knowledge of and ability to understand and implement programs within local or federal guidelines.
- Knowledge of the principles and practices of revenue collections and reporting, public budgeting, governmental accounting, auditing theories, principals that apply to governmental operations.
- Ability to interact with Agency heads and upper-level management personnel (internal and external); and to establish strong relationships with co-workers and staff of other departments and agencies.

FACTOR-2- SUPERVISORY CONTROLS:

Work is generally assigned by and supervised by the Agency Head or his/her Designee.

FACTOR-3- GUIDELINES:

Guidelines include, federal and local laws, rules and regulations, procedures and manuals specific to tracking and analysis of revenues, OMB circulars, memos from regulatory departments, including, but not limited to the Office of Management and Budget, Department of Finance and key industry/applicable stakeholders.

FACTOR-4- COMPLEXITY:

This position requires comparing conditions observed or readily available data with requirements specified by regulations or established procedures or accepted accounting practices to research and analyze revenue.

FACTOR-5- SCOPE AND EFFECT:

The purpose of this position is to analyze large economic data to extract and review valuable information about the revenue within the territory.

FACTOR-6- PERSONAL CONTACTS:

Contacts are made with, but not limited to, local and federal government officials, Agency Head, applicable industry representatives, internal and external stakeholders, co-workers, at-large community.

FACTOR-7- PURPOSE OF CONTACTS:

Contacts are made to obtain information pertinent to research, tracking, analyzing and

identifying requisite revenue data and trends.

FACTOR-8- PHYSICAL DEMANDS:

Work is mostly sedentary. No unusual physical demands are required; be able to lift at least 30lbs.

FACTOR-9- WORK ENVIRONMENT:

Work is performed primarily in an office setting, where no special safety regulations or precautions are necessary.

MINIMUM QUALIFICATIONS:

Master's Degree in Accounting, Business Administration, Finance, or Economics from an accredited college or university; and Eighteen (18) credits in Accounting, Finance, Economics or a combination and Four (4) years of work-related experience in Accounting, Finance or Economics; and two (2) working directly and predominantly with revenue projection programs.

OR

Bachelor's Degree in Accounting, Business, Finance or Economics from an accredited college or university; and Eighteen (18) credits in Accounting or Finance, Economics; and Four (4) years of work-related experience in accounting, finance or budgeting; two (2) of which must have been working directly and predominantly with revenue projection programs.

NECESSARY SPECIAL QUALIFICATION

N/A

Date:

Approved by: _____
Director, Division of Personnel