

Columbus Consolidated Government

Revenue Analyst - Finance G123

SALARY	\$1,826.15 Biweekly \$47,479.85 Annually	LOCATION	GA, GA
JOB TYPE	Full-Time Regular	JOB NUMBER	2025-00000041
DEPARTMENT	Finance	DIVISION	Revenue-Occupation Tax
OPENING DATE	01/29/2025	CLOSING DATE	Continuous

Major Duties and Responsibilities

This position provides technical, professional-level support to the Revenue Division.

- Independently performs complex financial analysis and prepares highly technical reports on a monthly, quarterly, and annual basis to assist in determining revenue collection and license processing trends.
- Prepares statistical studies and trend analysis using internal and external information to demonstrate relevant changes and recommend improvements or solutions.
- Supervise and assist with the daily reconciliation of cashier collections.
- Review and assists with the reconciliation of revenue receipts/receivables into the financial system.
- Analyzes and recommends approval or denial of business tax refund requests in accordance with Revenue Division policies and procedures; maintains records of all outstanding refund requests or overpayments on taxpayer accounts.
- Provides management with support for special projects; acquires, analyzes, and utilizes data to generate reports, recommendations, justifications, and presentations.
- Participates in securing the proper licensing, assessment, and payment of business license taxes as well as auditing business, professional, and occupational license tax returns.
- Provides subject matter expertise regarding the City's revenue streams.

- Ensures the correct revenue amounts are received and assists with the identification of new revenue sources by researching local and national economic trends.
- Works with City departments to achieve maximum efficiency in fee collection.
- Assist in the continual development of policies and procedures relating to the management of revenues.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Proficient in Microsoft Office software suite with strong Excel, PowerPoint, and Word skills.
- Knowledge of the methods and techniques of financial research, statistical analysis, and report presentation.
- Knowledge of the principles and practices of public finance, governmental accounting, and auditing.
- Knowledge of relevant federal and state laws, local ordinances, and department policies and procedures.
- Skills in applying auditing procedures, techniques, and practices.
- Oral and written communication skills, ability to instruct and interact well with others.
- Skill in problem-solving and decision-making.
- Skill in gathering and analyzing complex data.

Minimum Educational and Training Requirements

Bachelor's Degree in Finance, Financial Planning, Accounting, Business Administration, or related field. Sufficient experience to understand the basic principles relevant to the major duties of the position, and having had a similar position for two to three years.

Physical Requirements

The work is typically performed while sitting at a desk or table. The employee must occasionally lift light objects. Additionally, the following physical abilities are required:

- Feeling – perceiving attributes of objects by touch with skin, fingertips.
- Grasping – applying pressure to object with fingers, palm.
- Handling – picking, holding, or working with whole hand.
- Hearing 1 – perceiving sounds at normal speaking levels, receive information.
- Hearing 2 – receive detailed information, make discrimination in sound.
- Kneeling – bending legs at knee to come to rest at knees.
- Manual Dexterity – picking, pinching, typing, working with fingers rather than hand.

- Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.
- Repetitive Motion – substantial movements of wrists, hands, fingers.
- Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.
- Talking 1- expressing ideas by spoken word.
- Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.
- Visual Acuity 2 - color, depth perception, field of vision.
- Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.

The work is typically performed in an office, library, or computer room.

Benefits

The Columbus Consolidated Government is proud to offer an exceptional compensation and benefits package. Benefits include the following:

- Low-cost Medical Insurance
- Prescription Drug Plan
- Dental Plan
- Vision Plan
- Flexible Spending Accounts
- Life Insurance
- Supplemental Life Insurance
- Long Term Disability
- Credit Union
- Direct Deposit
- 12 Paid Holidays
- Vacation Leave
- Sick Leave
- PERK Time Off
- Retirement Plan
- Supplemental Retirement Plan
- Free and Discounted Services
- Employee Assistance Program

Take advantage of these free and discounted City Services offered to all City Employees.

- Discounted Movie Tickets
- Free Notary Services
- Ride a Metra Bus for Free
- Free Mulch
- Free Fire/Safety Home Inspection
- Sunray Cleaners discounts
- Adopt a pet for Free from Animal Control
- Driver's Training for Employee Dependents
- Oxbow/Bull Creek Golf Course discounts
- River Center Discounts
- Cell Phone Carrier Discounts

Retirement Plan

The Columbus Consolidated Government offers a defined benefit retirement plan to eligible employees who work in General Government and in Public Safety. Employees in the pension plan must meet both age and years of service requirements to qualify for retirement. The current vesting period is ten years, and the current pension contribution rate is 8% of your gross salary.

Supplemental Retirement Plan

The Columbus Consolidated Government offers a Deferred Compensation Plan or supplemental retirement plan that is tax deferred. This plan allows employees to contribute a portion of their salary, before federal and state taxes, to a retirement account. Your compensation is more than a paycheck, it allows you to plan for your financial future as well.

Employer

Columbus Consolidated Government

Address

City Hall
1111 1st Avenue
Columbus, Georgia, 31901

Phone

Website

