



**DEPARTMENT:** Finance  
**POSITION:** Revenue Supervisor  
**TYPE:** Full Time  
**SALARY:** \$41,155  
**BENEFITS:** Full Benefits Eligible  
**CLOSING DATE:** Open until filled



**Overview:** We are Salisbury, Maryland, and our town was born from the headwaters of the **Wicomico River**. This special place, nestled squarely between the beaches and the bay, has been attracting people to its stunning location for almost **300 years**. Now one of the largest cities on the peninsula, Salisbury serves as the **Capital of the Eastern Shore**, combining vibrant economic opportunity, quality public education, world-class healthcare, reinvigorated environmental stewardship, globally known corporations, and an energetic and inspiring team of community leaders, to chart its own course, and craft a sound plan for its future.

**Department:** The Finance Department establishes and implements the financial policies and procedures of the City, invests city funds, and handles deposits and payments of city monies. The Finance Department accepts payments for the following: water/sewer/trash disposal fees, parking tickets, building permits, personal property taxes, trash can purchases, code books, City licenses and real estate taxes.

#### Profile:

Revenue Supervisor oversees and manages accounts receivable, cash, and parking operations. Supervises a team of four people. Bills and processes all aspects of accounts receivable, including collection process, licenses, invoicing. Processes deed transfers. Acts as a back up to the Tax Senior Revenue Specialist and assists with billing, adjustments, and inquiries regarding real estate taxes and personal property taxes. Assists with the audit and participates in various projects. Performs and /or reviews AR reconciliations.

**Preferred Education:** High School Diploma, GED or higher

5 years in accounting and supervisory experience. Munis experience is preferred.

**Preferred Experience:**

**Requirements/Certifications:** None

**How to Apply:** Submit City application, cover letter, driving record and resume to the following address or apply online at [www.salisbury.md/apply](http://www.salisbury.md/apply)

**City of Salisbury HR, 125 N. Division St., Salisbury, MD 21801 [jobs@salisbury.md](mailto:jobs@salisbury.md);  
410-548-1065; fax: 410-548-3748**