



# CITY OF SALISBURY POSITION VACANCY FORM



Position Title Payroll Accountant I/II Grade 8/10  
 Dept/Division Finance Salary \$41,248-\$52,076

### Position Details

New Position       Existing Position

Employee Replacing Judy Bennett

Reason for Vacancy

- Resignation      Date: \_\_\_\_\_
- Termination      Date: \_\_\_\_\_
- Retirement      Date: 12/31/2021
- Promotion      Date: \_\_\_\_\_
- Transfer      Date: \_\_\_\_\_

### Posting Requirements

- Open to Current Employees ONLY
- Public Posting/No Paid Advertising (City Website; Bulletin Board; Local Unemployment Office)
- Paid Advertising (HR will contact you with a quote & proof)
  - Daily Times ONLY
  - CareerBuilder
  - Specific Trade Publications: \_\_\_\_\_

### Posting Period

Closing Date: \_\_\_\_\_       Open Until Filled

### List Key Knowledge, Skills and Abilities to be placed in advertisement: (optional)

**Essential Functions** - 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.

### Signatures required:

Supervisor	<u>Sandra Green</u>	Date: <u>11/30/2021</u>
Dept. Director	<u>Heidi Cashner</u>	Date: <u>11/30/21</u>
Human Resources	<u>Linda K Airey</u>	Date: <u>11/30/2021</u>
City Administrator	_____	Date: _____
Mayor	_____	Date: _____