



DEPARTMENT OF
**HUMAN
RESOURCES**

City of Richmond
Financial Regulatory Technician*

SALARY	\$41,600.00 - \$52,291.20 Annually	LOCATION	Richmond, VA
JOB TYPE	Full-Time	JOB NUMBER	25M00000027
DEPARTMENT	Finance	OPENING DATE	05/12/2023
CLOSING DATE	5/26/2023 11:59 PM Eastern		

Description

The City of Richmond is seeking a highly qualified professional is Financial Regulatory Technician. The position will provide assessment and collection of individual, real estate and personal property, operational and financial oversight of property taxes for the City. Incumbents provide standard information, customer service, and internal evaluation, analysis to resolve tax account transactions. As assigned, the work will include processing tasks following prescribed procedures and instructions. Conducting assessments, consulting with peers, reviewing public records, communicating with taxpayer's in-person, telephonically, and via correspondence; calculating and processing tax payments, including delinquent payments; reconciling accounts; performing desk audits; handling payment records;; investigating delinquent taxes; preparing reports; and performing various administrative tasks.

Duties include but are not limited to

- Providing assessments and collection of individual, real estate and personal property, operational and financial oversight of property taxes for the City
- Providing standard information, customer service, and internal evaluation, analysis to resolve tax account transactions.
- Processing tasks following prescribed procedures and instructions.
- Conducting assessments, consulting with peers, reviewing public records, communicating with taxpayer's in-person, telephonically, and via correspondence;
- Calculating and processing tax payments, including delinquent payments; reconciling accounts; performing desk audits; handling payment record;
- Investigating delinquent taxes; preparing reports; and performing various administrative tasks.

Qualifications, Special Certifications and Licenses

KNOWLEDGE, SKILLS, AND ABILITIES:

The incumbent will possess basic math, accounting, business, and financial policies knowledge. An ideal candidate will have some combination of knowledge surrounding city/state codes, office equipment such as a multi-line phone, and electronic databases and related software applications such as MUNIS, Clear, TACS, and Accurant. Additionally, a preferable incumbent is skilled in assessments, collections, customer service, with exceptional oral/written communication abilities.

MINIMUM TRAINING AND EXPERIENCE:

- High School Diploma or GED
- Associate's degree preferred
- Two years of accounting support experience such as processing payments, providing direct customer service, calculating funds owed, and investigating/collecting delinquent payments
- An equivalent combination of training and experience (as approved by the department) may be used to meet the minimum qualifications of the classification

LICENSING, CERTIFICATIONS, and OTHER SPECIAL REQUIREMENTS:

- None required

Agency

City of Richmond

Address

900 East Broad Street
Suite 902
Richmond, Virginia, 23219

Phone

(804) 646-5660
804-646-5660

Website

<https://www.rva.gov/>

Financial Regulatory Technician* Supplemental Questionnaire

***QUESTION 1**

10-point compensable veteran. You must have an existing compensable service-connected disability of 10 percent or more. Other 10-point veteran include disabled veteran or a veteran who was awarded the Purple Heart for wound or injuries received in action, veteran's widow or widower who has not remarried, wife or husband of a veteran who has a service-connected disability, widowed, divorced or separated mother of an ex-service son or daughter who died in action, or who is totally and permanently disabled. Do any of these apply?

- Yes
 No

QUESTION 2

5-point veteran's must have been discharged under honorable conditions and had one of the following: Active duty in the Armed Forces of the United States, in a war, or during the period 4/28/52-7/1/55 or active duty for more than 180 consecutive days other than for training, any part of which occurred during the period beginning 2/1/55 and 10/14/76 or active duty during the Gulf War sometime between 8/2/90 - 1/2/92 or active duty in a campaign or expedition for which a campaign badge has been authorized or active duty for which more than 180 consecutive days other than for training, any part of which occurred during the period beginning 9/11/2001 and ending on the date prescribed by the Presidential proclamation or by the law as the last date of operation Iraqi Freedom. Do any of these apply?

- Yes
 No

***QUESTION 3**

Which best describes your highest level of education?

- High School Diploma/GED