

CITY COLLECTOR POSITION

APPLICATION REQUIREMENTS

Resume and cover letter to Collector Search; 320 Broadway; Hannibal, MO 63401, or by e-mail mcogdal@hannibal-mo.gov no later than 5:00 p.m., Friday, August 23, 2024. Additional inquiries about the position may be directed to City Clerk Cogdal at (573) 221-0111. EOE.

Examples of Essential Job Functions:

- ◆ Oversee the acceptance and correct crediting of payments for various fees, fines, licenses, permits, taxes, gas franchise fees or BPW transfer fees (routine and special), or bonds (This includes payments related to any City department).
- ◆ Oversee the preparation of tax statements for citizens, including the preparation of Special Tax Bills and Liens
- ◆ Prepare annual department budget and administer budget during the year
- ◆ Balance records of payments accepted during or after each shift worked, forward these to Finance Director
- ◆ Deposit revenues daily, verify bank deposits are correctly credited
- ◆ Preparation of daily, monthly, and annual collection reports for the City Council and City Manager
- ◆ Enter all revenues received into account ledger spreadsheets

A copy of the job description may be obtained by contacting the City Clerk.

Education

- ◆ High school or GED completion is required
- ◆ 2 Year college degree preferred in accounting, finance, management, or business
- ◆ College coursework in management, computer applications, accounting, or leadership preferred

Experience

- ◆ 5 years previous cashier, teller, bookkeeper, administrative, or accounting experience required
- ◆ Public service experience preferred
- ◆ Financial auditor experience preferred

It is the policy of the City of Hannibal to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law.