

FEE COLLECTOR SUPERVISOR

DEFINITION: Under general supervision, performs supervisory duties of moderate difficulty in the operation and supervision of fee collections at parks and recreational areas, and visitor management related services; performed related work assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, supervises, and coordinates the daily fee collection operations, including preparation and maintenance of cash records and reports; schedules; assigns and evaluates work of assigned staff; provides technical and policy direction; verifies shift reports of money collected and all machine transactions using journal and receipt tapes and register of voided transactions; prepares bank deposits for funds collected; reconciles cash receivable documents for accuracy and completeness as required for posting and processing.

Provides information to patrons regarding pertinent rules, policies and procedures related to cash and related transactions; responds to requests for information; projects petty cash needed and reorders as necessary; interview, hires, and oversees training of fee collectors; prepares required reports; may perform duties such as collecting fees and disseminating information.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of general cash and financial administration principles and practices including automated accounting systems.

Knowledge of Navajo Nation, federal, and state laws, regulations, and guidelines governing park fee collection.

Knowledge of modern office procedures and practices used in cash transactions, including record keeping and data security methods and techniques.

Skill in operating and developing computer databases and spreadsheet files.

Skill in reviewing and analyzing a variety of accounting records and reports necessary to document the receipt of funds in a government setting.

Skill in establishing cooperative work relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and two (2) years of bookkeeping and accounting experience, one (1) of which must have been in a lead or supervisory role;

PREFERRED QUALIFICATIONS:

- Associate's degree in Accounting, Business Administration.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's permit within 90 days of date of hire.

THE NAVAJO NATION

Class Code: 3260
Natural Resources and Parks Series
Parks Group
Overtime Code: Non-Exempt
Pay Grade: 59

FEE COLLECTOR SUPERVISOR

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.