



**PARISH OF CADDO**  
 Department of Human Resources  
 505 Travis Street, Suite 840  
 Shreveport, LA 71101  
 (318) 226-6906  
 (318) 429-7627 job line  
[www.caddo.org](http://www.caddo.org)

Date Posted:  
 Starting Rate:  
 Closing Date:

*Equal Opportunity Employer*

**PERSONNEL CLASS SPECIFICATION**

REVISED: 3/1/2004;01/01/06  
 01/01/07

JOB TITLE: Revenue Analyst /  
 Media Relations

DEPARTMENT: Finance

FLSA Status: Non-Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE \$15.62-\$23.50 / hour

LEVEL: 19

Provides complex administrative activities in receipting, controlling, and accounting for parish revenues through an integrated financial management system.

**DUTIES AND RESPONSIBILITIES**

Main duties and responsibilities include the following:

- Provides complex administrative activities in receipting, controlling, and accounting for parish revenues through an integrated financial management system. Processes and deposits all cash receipts; maintains records related to revenue transactions; prepares monthly journal entries for internal billings; prepares telephone billings; prepares annual report.
- Coordinates and administers various grant programs such as Section 8, LCDBG, Headstart, etc. Maintains records and processes bills for 60/40 program.
- Acts as Media Relations representative. Processes media releases and public information. Coordinates all media events including press conferences, special events, etc.
- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as typewriter, personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- High School Diploma or GED equivalent is required. An Associate Degree or two (2) years of applicable experience is preferred. Six (6) years full-time, paid experience in office administration, accounting, bookkeeping, cash handling or other related fiscal duties is preferred.
- Ability to function at an intermediate level of computer proficiency (e-mail, internet, word processing, spreadsheet, presentation, desktop publishing and database applications)
- Ability to maintain harmonious work relationships.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.