

Job Posting

DEPARTMENT:	Office of Attorney General
SECTION:	Financial Enforcement Section/Civil Law Division
CLASS:	Financial Enforcement Business Manager
LOCATION:	Harrisburg
TYPE POSITION:	Permanent, Full-time, Non-civil service, Non-Union
WORK HOURS:	8:30 a.m. – 5:00 p.m.
SALARY RANGE:	Minimum starting salary \$57,272 – Commensurate with experience

BASIC FUNCTION:

The Business Manager of the Financial Enforcement Section (“FES”) will manage a complex and confidential array of collection, bankruptcy, litigation and execution matters housed within the Civil Law Division of the Office of Attorney General (“OAG”). These underlying matters are pursued by OAG attorneys and internal and external non-attorney collectors in furtherance of the OAG’s statutory collection efforts on behalf of the Commonwealth of Pennsylvania and its agencies. The Business Manager is dedicated to the FES and will work with its Chief Deputy Attorney General and coordinate with referring agencies, FES attorneys and internal/external collectors to make sure the Commonwealth’s collection efforts are pursued in the most timely, efficient and effective manner possible. The Business Manager will assist in supervising the OAG’s approximately 5-member, non-attorney collections group.

Among other things, the Business Manager will: perform preliminary analyses of the collectability of cases, triage incoming matters, and assist in ascertaining documents necessary for effective collection. The Business Manager is responsible for managing a computer database of collection matters, establishing payment arrangements, and keeping track of incoming payments and directing them appropriately. The Business Manager communicates with taxpayers, individual and corporate debtors, and corporate officers as well as their legal and professional representatives. In making assessments relating to collection efforts, the Business Manager will also review financial documents, legal contracts and official agency records.

EXAMPLES OF DUTIES:

- Analyzes financial statements, tax-related documents and contracts to gather information and determine an appropriate course of action in a given matter.
- Accesses and reviews various computer programs and reports to ascertain the status of cases and determine the case collectability
- Advises on best course of action on assigned cases by communicating with appropriate supervising attorney
- Reviews cases to help determine whether cases should be pursued by OAG attorneys or referred to internal or external collection agencies
- Prepares detailed reports and recommendations on assigned cases

- Responds to inquiries from taxpayers, debtors, and corporate officers and their attorneys or professional representatives regarding the status of past due accounts
- Assists in management of outside collection agencies
- Retrieves information and assists in calculating payoff figures
- Makes recommendations regarding settlement of cases and helps establish payment plans in accordance with internal guidelines and guidance from others
- Ensures liens and corporate officer assessments and corporate officer liens, where appropriate, are prepared and filed with the appropriate authority
- Documents case-related transactions on OAG computer system (ARTIVA) and maintains system
- Monitors all assigned claims
- Coordinates with OAG Regional Financial Enforcement Section Offices to provide assistance
- Performs related work as required

MINIMUM EXPERIENCE AND TRAINING:

- A Bachelor's Degree from an accredited college or university with credits and sufficient work experience in accounting, auditing, business administration, collection or a similar field OR
- Five years of professional accounting, auditing, collections or such other work that offers the employee the knowledge and experience to perform the job
- MBA preferred but not required