



CLASS TITLE | FINANCIAL PLANNING MANAGER

PAY GRADE: EX-48 | www.cityoftulsa.org/pay

Class Code: 1272

Effective Date: 01/24/2024

PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for advanced professional accounting, planning and administrative work in directing the financial activities at the department level; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Administers, plans and directs staff involved in financial planning for assigned departments
- Initiates, directs, and assists in communication, coordination, and cooperation of work efforts with internal departments, consultants, contractors, financial advisors, and outside agencies to achieve the departmental goals and objectives
- Prepares, manages and presents enterprise rate models and proposes utility rate increases and other advanced financial projections and analysis
- Monitors funding for capital projects and provides support for Capital Improvement Plan (CIP) prioritization and optimization models
- Ensures compliance with established accounting policies and procedures
- Plans, directs, and coordinates the development of the department's budget, rate studies, and calculations, and five-year forecasts
- Maintains control over expenditures and maintains internal controls over departmental assets
- Assists and performs work involving the preparation and review of contracts and proposals
- Develops, proposes, monitors and manages departmental key performance indicators and identifies utility dashboards to track progress against industry benchmarks
- Works cooperatively with the City's Authorities, Boards, and Commissions, the administration and elected officials to present financial information and reports
- Initiates studies to determine adequacy and effectiveness of present operations
- Recommends, implements, and promotes continuous improvement opportunities
- Coordinates with the Finance Department on departmental financial operations
- Maintains Project Based Budgeting (PBB) for the department
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Completion of one hundred twenty (120) hours from an accredited college or university in coursework related to the requirements of this job description; **and,**
- (b) Five (5) years of progressively responsible experience relevant to the essential tasks listed in this job description; **including,**
- (c) Two (2) years of experience working in one of the areas specifically mentioned in the purpose statement of this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of generally accepted accounting principles for governmental accounting
- Comprehensive knowledge of modern practices in utility finance administration with particular reference to accounting, budgeting, finance, rate setting, and forecasting



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- Comprehensive knowledge of the laws, ordinances, rules, and regulations governing utilities, budgeting and accounting
 - Good knowledge of procurement practices

Ability to:

- Plan, direct, and coordinate the work of professional, sub-professional, and technical personnel engaged in the administrative services operations
- Prepare comprehensive financial reports and recommendations for financing improved and expanded services
- Formulate short- and long-range plans necessary in accomplishing goals of the department
- Work effectively with others in complex and controversial situations with appropriate tact and courtesy
- Express ideas and recommendations effectively
- Utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate internal and external customers

Skill in:

- Analyzing, consolidating, and interpreting financial data
- Researching and resolving discrepancies and inquiries

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 5 pounds; occasional pulling up to 5 pounds; may be subject to walking, sitting, reaching, balancing, bending, kneeling, crawling, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

EEO Code: E-01

Group: Fiscal

Series: Financial Management