

CLASS TITLE: FINANCIAL SERVICES MANAGER

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for managing work involving various financial and economic monitoring, analysis, and investment functions; responsible for overseeing the City's cash flow programs, debt administration, and the preparation of financial reports and policies for the City of Tulsa's Treasury Division; and performs other related required duties.

ESSENTIAL TASKS:

- Performs planning work involving administration of the City's cash management programs
- Analyzes and supervises the monitoring of investments
- Monitors investment performance to ensure adherence with the City's investment policy
- Coordinates special projects involving Treasury Division's policies, procedures, and ordinances relating to the Technical Services/Treasury functions
- Analyzes the City's debt structure and performs economic proposal analysis work to recommend and implement changes
- Assists in the issuance of debt
- Analyzes and assures the security and liquidity status of City investment options and various financial institutions
- Provides recommendations and participates in the purchase, sale, and transfer of funds and investment securities
- Coordinates transactions and fund transfers with banks, savings and loan, and brokerage firms
- Tracks and records investments to provide support for City department payment requests and other financial obligations of the City
- Acts in place of supervisor when needed or requested
- Coordinates special projects involving Treasury Division's policies, procedures, and ordinances relating to the Technical Services/Treasury functions
- Must report 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: Graduation from an accredited college or university with a bachelor's degree in finance, economics, or business administration with an emphasis in finance and investments and five (5) years of related experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of investment and debt administration principles and practices; considerable knowledge of cash flow management, accounting, and bookkeeping procedures; considerable knowledge of the investment and economic market and financial organizations; good knowledge computer system applications; and good knowledge of public administration principles. Ability to maintain and direct maintenance of detailed financial records; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; may be subject to walking, sitting, 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.

Class Code: 1076

EEO Code: E-03

Pay Code: EX-44

Page 2 (continued from Financial Services Manager)

Group: Fiscal

Series: Financial Management

Effective date: July 1, 2000