

CLASS TITLE: COLLECTION ANALYST

PURPOSE OF THE CLASSIFICATION: Under general supervision performs financial analysis, contract management, administrative and technical work within the Finance Department involving revenue collections and enforcement operations for the Tulsa Stadium Improvement District (TSID) and other related assigned duties.

ESSENTIAL TASKS:

- Analyzes detailed ownership and square footage data utilized to create annual TSID property assessments, presents recommendation proposals and implements changes
- Administers and manages various service contracts involved in the TSID to include contract preparation, approval, processing, monitoring and tracking debt service and collections, ensuring internal controls and City ordinance compliance
- Creates lien filing/releases and provides related information to title companies
- Coordinates and communicates with City Legal regarding collection issues and potential foreclosures
- Receives and resolves all customer inquiries with professional customer service, including the Mayor, management, all City officials, Stadium Trustees, the public and possibly the news media
- Assists in meeting preparation for the Stadium Trust
- Assists in departmental budget preparation
- Coordinates billing issues and corrections with Accounting
- Works with information technology personnel coordinating related data extraction and usage
- Provides various reports and maintains files and detailed records
- Coordinates with various County officers in lien filing and property analysis
- 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 three (3) years of related experience, preferably including one (1) year collection experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of accounting and bookkeeping procedures; considerable knowledge of cash management procedures and financial organizations; considerable knowledge of financial and economic analysis principles and procedures; good knowledge of computer system applications; and some 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. Must have excellent presentation skills and be able to articulate professionally in a positive manner with all personnel levels.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, 10-key, and telephone; occasional lifting up to 10 pounds; occasional carrying up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

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

Class Code: 2573

EEO Code: N-02

Pay Code: AT-36

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Group: Fiscal
Series: Financial Management

Effective date: February 03, 2009