

CLASS TITLE: TREASURY ANALYST I

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for work involving daily Treasury operations; various financial analyses, preparation of summary activity reports, and documentation duties related to Treasury functions; and performs other related assigned duties.

ESSENTIAL TASKS:

- Investigates, analyzes, and oversees 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
- Tracks, collects, and ensures the processing of incoming revenue payments received by the City
- Coordinates transactions and fund transfers with banks, savings and loans, and brokerage firms
- Coordinates bond sale document preparation and monitors arbitrage regulations relative to bond issues
- Tracks and records investments, City revenue bonds, and debt services payments to provide support for City department payment requests and other financial obligations of the City
- Acts in place of supervisor in his/her absence or as requested
- Coordinates, monitors, and reconciles daily revenue processing activities for utilities, Municipal Court, general revenue, and PALS and related host systems
- Handles extensive customer contact and assists them in resolving problems
- Reviews activity for trends and errors
- Monitors section supplies and equipment
- Provides assistance to other Treasury staff in performance of their duties and resolution of related problems
- 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, accounting, business or public administration; and two (2) years of related experience with an emphasis in cash management and financial analysis; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of cash management and financial analysis principles and procedures, accounting, and bookkeeping procedures; good knowledge of the investment market and financial organizations; some 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 courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information. Strong PC skills to include word processing and spreadsheet applications.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, 10-key, and telephone; occasional lifting up to five pounds; may be subject to walking, sitting, reaching, 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 with some overtime required.

Class Code: 2574

EEO Code: N-02

Pay Code: AT-32

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Group: Fiscal
Series: Financial Management

Effective date: April 30, 2007