

CLASS TITLE: TREASURY ANALYST II

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for work involving various financial and economic analysis functions, projection of interest rates, reviewing investment risks and the preparation of financial reports and documents for the City of Tulsa's Treasury Division and performs other related assigned duties.

ESSENTIAL TASKS:

- Performs special projects involving Treasury Division's policies, investment strategies, and tracking procedures
- Analyzes the City's debt structure and performs economic proposal analysis work to recommend and implement changes
- Analyzes and ensures 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 loans, and brokerage firms
- Tracks and records investments to provide support for City department payment requests and other financial obligations of the City
- Assists in departmental budget preparation
- Provides internal control for cash funds, revenue processing, and cashier problems
- Coordinates bond sale document preparation and monitors arbitrage regulations relative to bond issues
- Provides reports to department heads, Mayor, and supervisor
- Acts in place of supervisor in his/her absence or as requested
- 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 three (3) 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, accounting, and bookkeeping procedures; considerable knowledge of the investment market, 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.

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: 2575

EEO Code: N-02

Pay Code: AT-36

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Group: Fiscal
Series: Financial Management

Effective date: April 30, 2007