

CLASS TITLE: TREASURY DIVISION MANAGER

PURPOSE OF THE CLASSIFICATION: Under direction performs administrative, supervisory, and technical duties involving the planning, direction, and maintenance of the City's bond and investment programs; collection of revenues and cash management; and performs other related required duties.

ESSENTIAL TASKS:

- Supervises the investment of City funds in compliance with the City of Tulsa's investment policy
- Prepares required reports as set out within the investment policy and as required by department head and various governmental agency regulations
- Plans and coordinates investment activities with depository banks, savings and loan institutions, and brokerage firms
- Maintains and ensures proper collateral levels and the financial security of City funds on deposit or invested through various financial institutions
- Consults with departments and trust authorities in relation to their deposited funds and other financial considerations
- Assists department head and performs administrative work involving the issuance of bonds and prepares specifications for associated contracted bond services
- Performs planning work involving administration of the City's cash management programs and the computerized investment tracking system
- Hires, trains, and reviews the work of subordinate personnel involved in technical and analytical work involving financial matters, as well as clerical support personnel
- 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, or business administration with an emphasis in financial investments, and eight (8) years of progressively responsible experience in investment or financial accounting related work; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of investment principles and practices; considerable knowledge of accounting and bookkeeping procedures, cash management, and debt issuance and administration; good knowledge of the economic market, financial organization and planning, and computer systems and related equipment; and good knowledge of public administration and finance. Ability to supervise and train clerical personnel in detailed record keeping; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; may be subject to walking, standing, sitting, reaching; 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: 1073
EEO Code: E-02
Pay Code: EX-52

Group: Fiscal
Series: Financial Management

Effective date: July 1, 2000