

CLASS TITLE: FINANCIAL SYSTEMS PROJECT MANAGER

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for project management in a specialized financial systems environment involving design, process analysis, and implementation and performs other related assigned duties.

ESSENTIAL TASKS:

- Conceptualizes, analyzes, evaluates, and integrates complex financial applications/systems to provide business needs and solutions
- Evaluates, recommends, and coordinates implementation of functional modifications and/or enhancements to processes and assists in the development of new processes that impact business requirements
- Works closely with IT personnel to maintain, manage, and support the interaction of systems critical to the operation of the City's financial systems, ensuring that business processes and solutions are compatible and cross-project communication occurs
- Recommends and manages overall budget relating to project processes and assists with long range business planning
- Manages and directs complex projects by assigning work, forecasting timelines and project parameter to ensure project objectives are fulfilled
- Creates test scenarios and leads project team members in performing tests and reviews test results to insure all processes work according to predetermined goals
- Oversees the development of Request for Proposals (RFP) and selection processes to select vendors and/or professional consultants that will meet the City's business needs and objectives
- Prepares a variety of periodic reports and maintains documentation related to projects and activities including status reports and project schedules
- Meets with various City personnel and outside entities to communicate information, advise, recommend and make presentation on proposals, plans, and documentation
- 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 business or public administration, accounting, computer sciences or a related field and eight (8) years of experience working in a professional financial environment including at least three (3) years of project management or systems analysis experience or other related fields, leading multiple, complex projects with a proven record of implementing efficiencies; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of project management methodologies; considerable knowledge of the modern principles, trends and practices of governmental budgeting, accounting and finance; considerable knowledge of laws governing budgetary processes; considerable knowledge of principles, practices and methods of accounting with particular reference to governmental accounting; knowledge of principles and practices of public administration, including purchasing and maintenance of public records. Ability to lead, facilitate and organize with proven project management, leadership, interpersonal and motivational skills; ability to design, implement and demonstrate competence utilizing information technology to improve processes and reduce costs; ability to interface effectively with employees at all levels of the organization, including executives, elected officials and the public; ability to lead multiple fast-paced projects of varying complexity with tight deadlines, closing projects on time and within budget; ability to analyze complex issues and formulate sound concepts; ability to work independently and to recognize, analyze and solve complex business and/or organizational challenges; ability to demonstrate excellent verbal and written communication skills; 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 steadiness and finger dexterity enough to use a keyboard and telephone; lifting and carrying up to 20 pounds; may be subject to walking, sitting, reaching 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. Project Management Professional (PMP), Certified Public Accountant (CPA), Certified Internal Auditor (CIA) or Certified Public Manager (CPM) required.

WORKING ENVIRONMENT: Working environment is primarily in an office setting and may require some travel to various City locations.

Class Code: 1089

EEO Code: E-02

Pay Code: EX-52

Group: Fiscal

Series: Financial Management

Effective date: May 14, 2014