



CLASS TITLE | TREASURY SERVICES MANAGER

PAY GRADE: EX-48 | www.cityoftulsa.org/pay

Effective Date: 09/10/2025

CLASS CODE: 1299

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for overseeing the organization's financial services, citizens services and business licensing operations including cash and investment management, debt administration, banking services, revenue collections, business licensing and front-line citizen financial services. This role ensures compliance with all applicable regulations while delivering services that support the municipality's financial health and public trust; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Manages daily cash flow to ensure adequate liquidity and maximize investment returns in accordance with statutory and policy guidelines
- Maintains and monitors the municipality's investment portfolio and recommends strategic investment actions
- Manages the administration of the issuance, servicing, and compliance of municipal debt, including bonds, notes and leases
- Oversees daily banking operations including reconciliations and internal controls
- Manages municipal banking relationships, services, and technology integrations
- Implements treasury management systems and process improvements
- Directs the issuance, renewal, and enforcement of business licenses
- Supervises front-line staff who respond to inquiries and interact with citizens regarding payment collections, licenses, and fees, ensuring a high standard of customer service
- Supervise, train, and evaluate staff in treasury, licensing, utility billing and citizens service functions
- Prepare treasury, utility services, licensing, and other revenue performance reports for leadership and governing bodies
- Reports 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: Must meet the following criteria:

- (a) Graduation from an accredited college or university with a bachelor's degree in finance, economics, accounting or business administration with an emphasis in finance and investments; **and**
- (b) Five (5) years of related experience relevant to the essential tasks listed in this job description
- (c) Experience with ERP, licensing and treasury platforms *preferred*

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of investment and debt administration principles and practices
- Considerable knowledge of cash flow management
- Considerable knowledge of investment, economic market and financial organizations
- Principles of Management



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- Customer service best practices and procedures
- Cash handling best practices and procedure
- Accounting principles and practices to include auditing of financial records
- Records management principles and practices
- Computer system applications
- Public Administration principles

Ability to:

- Maintain and direct maintenance of detailed financial records
- Understand and influence the behavior of others within the organization, customers, or the public to achieve job objectives and cause action or understanding
- Develop and implement programs for the section based upon best practices and the needs of customers
- Prepare and present statistical data, program objectives, and summary reports to management and make recommendations for improvement
- Plan and supervise the work of subordinates
- Communicate effectively, both verbally and in writing
- Establish standards and procedures for the work area, including development and implementation of training
- Collect and analyze customer services department metrics
- Utilize the highest level of interpersonal skill to understand, select develop and motivate people at any level within or outside the organization

Skill in:

- Interpreting, applying and explaining complex laws, policies and procedures related to the area of responsibility
- Preparing clear and concise reports, procedures, correspondence and other written materials
- Analytical, detail-oriented, and solution-focused
- Using tact, discretion and prudence in dealing with the public, attorneys, other agency personnel and all others contacted in the course of the work

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; may be subject to walking, sitting, and handling; 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.

EEO Code: E-03

Group: Fiscal

Series: Financial Management