



CLASS TITLE | FINANCIAL SERVICES SUPERVISOR

PAY GRADE: EX-36 | www.cityoftulsa.org/pay

Effective Date: 11/19/2025

CLASS CODE: 2137

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for team leadership, quality assurance, performance coaching for staff, and oversight of bank-related operations in the Financial Services section of the City of Tulsa's Treasury Division; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Supervises, coordinates and audits the daily work activities of Financial Services support staff
- Communicates current policies and procedures and directives to Financial Services staff
- Conducts training, performance evaluations, and coaching of subordinates regarding job performance
- Performs special projects and staff training involving Treasury Division's cash management and cash handling policies and procedures, banking, and payment processing operations
- Coordinates, oversees, and executes financial transactions and fund transfers with bank and other electronic fund transactions
- Provides oversight and internal control for cash funds, revenue processing and oversight for the resolution of cash-related processing errors and balancing issues
- Performs daily reconciliation and posting of batched transactions
- Acts as Functional Area Lead for Treasury and Cashiering modules of financial system
- Provides reports to supervisor and department leadership
- 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: Must meet one of the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from an accredited college or university with a bachelor's degree in finance, economics, business administration, or closely related field ; **and,**
- (b) Three (3) years of progressively responsible experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of bookkeeping procedures



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- Considerable knowledge of cash management procedures of financial organizations
- Considerable knowledge of financial and economic analysis principles and procedures
- Good knowledge of computer system applications
- Public administration principles

Ability to:

- Maintain and direct maintenance of detailed financial records
- Understand and influence the behavior of internal and external customers 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" Driver license

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

EEO Code: E-02

Group: Fiscal

Series: Financial Management