



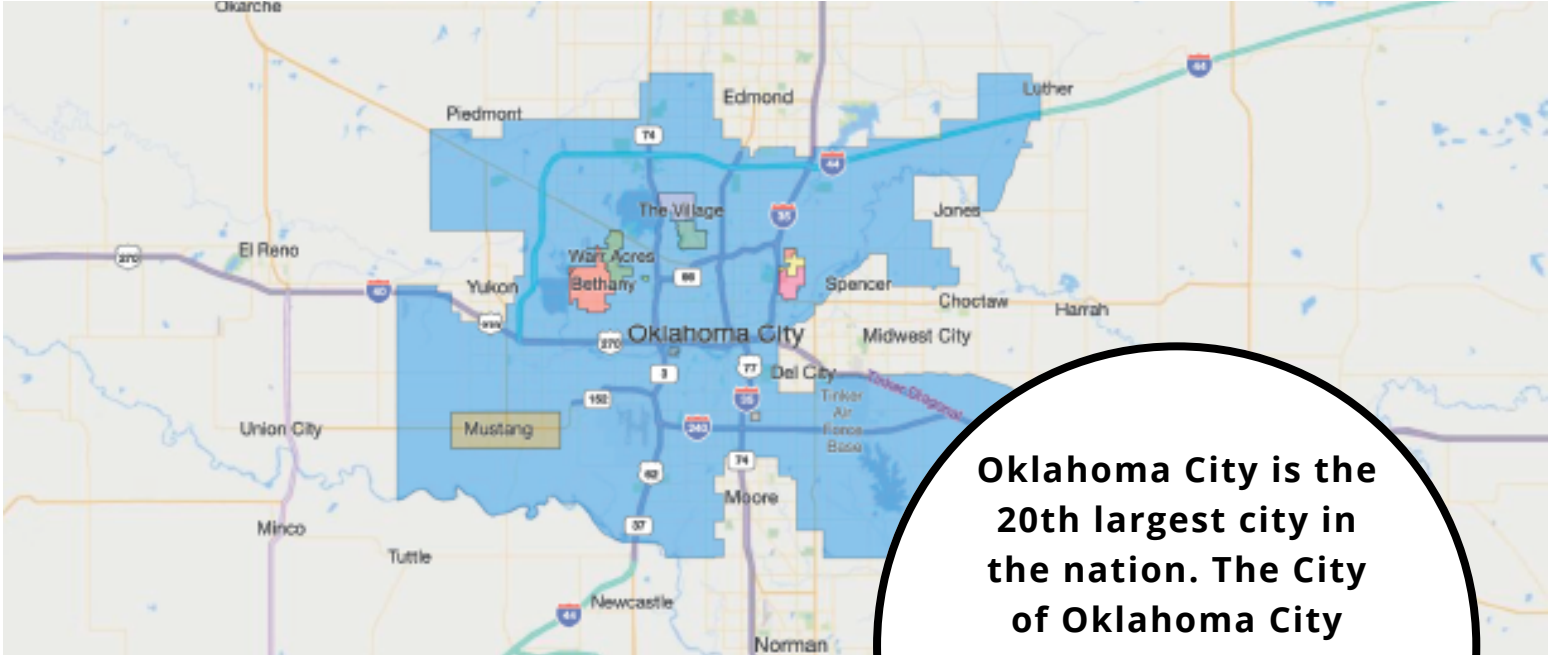
City of OKC

Senior Financial Services Manager
(Utilities Department)

<https://www.cpsrh.us/recruitment/2405>



WORK FOR OKC



Oklahoma City is the 20th largest city in the nation. The City of Oklahoma City serves approximately 694,800 residents in a four (4) county, 621 square mile area.

About OKC

Incorporated in 1890, the City of Oklahoma City is a charter city and has had a Council-Manager form of government since 1927. The Mayor, elected at-large, leads a Council of eight members, each elected by ward. The Mayor and Council set overall policy and strategic priorities for the organization.

Historically, Oklahoma City's economic base has been closely tied to the energy and agricultural markets. Today, the City's economic base is more diversified and seeing growth in the health and technology industries.

The largest employers in the metropolitan area include the State of Oklahoma, the City of Oklahoma City, Tinker Air Force Base, and the University of Oklahoma. Companies with headquarters here include American Fidelity Assurance Company, BancFirst, Chesapeake Energy, Continental Resources, Devon Energy, Express Personnel, Hobby Lobby Stores, Love's Travel Stops & Country Stores, OG&E Energy, MidFirst Bank, Paycom and Sonic Corporation.

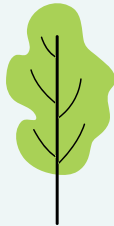
Vital among the City's assets are ample water supplies and its central location. Interstate highways I-35 North/South, I-40 East/West and I-44 Northeast/Southwest converge in Oklahoma City and provide transportation links to the rest of the nation. The I-40 Crosstown

Expressway relocation, which opened in 2013, allows faster travel by incorporating 10 lanes of traffic. These ground transportation routes, together with Will Rogers World Airport, make the City a regional transportation hub.

Local performing arts groups such as the Oklahoma City Philharmonic, Lyric Theater, and Ballet Oklahoma contribute to the City's cultural environment. The Oklahoma State Fair, Red Earth Festival, and the Festival of the Arts attract hundreds of thousands of visitors each year.

Other popular attractions are the First Americans Museum, National Cowboy and Western Heritage Museum, Oklahoma City Museum of Art, Oklahoma City National Memorial, Oklahoma History Center, and National Softball Hall of Fame.

DEPARTMENTS



Twenty-two (22) City departments provide a wide array of municipal services and programs. Additionally, municipal trusts play a significant role in the operations of major facilities and services.





Our NBA team, the Oklahoma City Thunder, competes in the National Basketball Association as a member of the league's Western Conference Northwest Division.

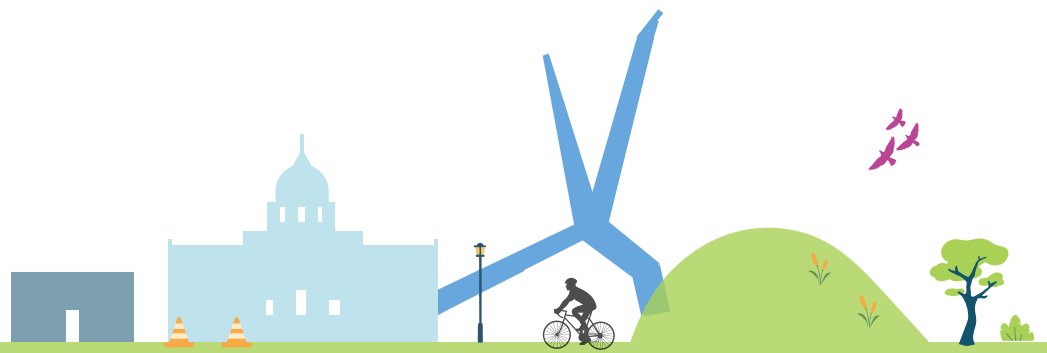
The City has been the site of numerous Big XII championships in basketball, baseball, and softball and has hosted the opening rounds of the NCAA basketball tournament, the Wrestling Championships and the Women's College World Series. Our USL PRO (minor league soccer) team, Energy FC, is the affiliate of the Major League Soccer Sporting KC.

In December 2009, citizens approved MAPS 3, a seven-year, nine-month tax to fund eight new projects in the metro area. These include a 70-acre central park, a new rail-based streetcar system, a new downtown convention center, sidewalks throughout the city, 57

miles of new bicycle and walking trails, improvements along the Oklahoma River, health and wellness aquatic centers for seniors, and improvements to the fairgrounds.

In May 2016, the \$45.3 million RIVERSPORT Rapids center opened to provide whitewater rafting and kayaking on an 11-acre facility adjacent to the Oklahoma River. The Center features world class rapids for elite athletes as well as recreational level opportunities for families.

The City was designated as the U. S. Olympics Training Site for canoes, kayaks and rowing in July 2009 and hosted the U.S. Olympic trials for those sports in 2016 at the new RIVERSPORT Rapids center and the Oklahoma River. The Oklahoma River is the only river to have received this coveted designation



and is being transformed into a world class competitive and recreation center.

In January of 2016, the City entered into an agreement with the State of Oklahoma and the Chickasaw Nation to complete the First Americans Museum along the Oklahoma River. The Center provides 85 acres of park space, with walking trails, interpretive art, and serves as a venue for native performers and educational exhibits.

In September 2017, citizens approved the Better Streets, Safer City General Obligation Bond and a sales tax measure. The General Obligation Bond is a 10-year, \$967 million program (including \$135 million for parks, \$536 million for streets, bridges, sidewalks and traffic control), and a permanent ¼ cent sales tax for more police officers, more firefighters and day-

to-day operations. The temporary penny sales tax took effect January 1, 2018, after the MAPS 3 tax expired. Sales tax collected over the 27 months was \$264,584,295 and to date with interest the board has allocated \$263,676,528 million toward projects.

In December 2019, citizens approved MAPS 4, a debt-free public improvement program funded by a temporary penny sales tax that will raise a projected \$978 million over eight years. MAPS 4 keeps Oklahoma City' sales tax rate unchanged. The sales tax took effect April 1 when the Better Streets, Safer City temporary sales tax expired. More than 70 percent of MAPS 4 funding is dedicated to neighborhood and human needs. The rest is for quality of life and job-creating initiatives. For detailed information about MAPS 4 go to: okc.gov/government/maps-4.



THE CITY'S VISION & MISSION

Oklahoma City seeks to further progress as a vibrant, diverse, safe, unified and welcoming community. We will provide exceptional service to residents and visitors. We do this by ensuring the safety of the public, delivering quality services, and maintaining infrastructure to support the growth of the City.

The City's core values include:

- Providing competent, dependable and efficient service to all by knowing our jobs and our City;
- Maintaining dependability and accountability in our relationships;
- Communicating among ourselves and with our community in a tactful, useful, informative and honest manner;
- Listening to the needs of others as a critical part of our communication process;
- Honoring diversity by respecting our customers and fellow employees;
- Committing to continuous improvement and growth through visionary, proactive leadership and technology; and
- Setting standards of quality service by upholding our core values.



UTILITIES

The Department

The Utilities Department is one of the largest City departments with 826 employees, 10 divisions, an annual operating budget of \$1.2 billion, a five-year capital improvement plan (CIP) of over \$2.8 billion, and a debt portfolio over \$2 billion, including revenue bonds and loans.

We provide water, wastewater, and solid waste services to over 1.4 million residents in central Oklahoma and deliver an average of 100 million gallons of water each day through retail and wholesale service connections.

Eighteen cities and rural water districts contract with Oklahoma City. The treatment and distribution system consists of two water treatment plants, four wastewater treatment plants, 4,000 miles of water pipe and 3,000 miles of sewer pipe. The Oklahoma City

Water Utilities Trust (OCWUT) was created to lease, operate, maintain, improve, and finance these systems. It also has a 50-year contract with the federal government to operate, maintain, repair, and replace water and wastewater facilities at Tinker Air Force Base.



The Position

There are three new positions located in the Utilities Financial Services Division, responsible for: (1) Financial Planning, (2) Financial Operations, and (3) Debt/Grants Management.

DEPARTMENT

FINANCIAL PLANNING

The Senior Financial Services Manager in the **Financial Planning Section** manages and implements operating and capital improvement budgets and is responsible for complex financial planning, cost of service studies, and cash flow management. It manages long-term financial plans to ensure revenue adequacy for ongoing cash solvency, balanced budgets, adequate and timely rate adjustments, and financial analysis for capital funding. In addition, it manages and directs staff in financial planning special initiatives.

Preferred Qualifications:

- Bachelor's degree or higher in finance, business, accounting, economics, or public administration or five (5) years' progressively responsible utility financial management experience.

- Experience in managing a large utility operating and capital budget and financial plans.
- Skill supervising professional and paraprofessional accounting and finance personnel.
- Skill applying administrative and managerial principles to work performed.

FINANCIAL OPERATIONS

The Senior Financial Services Manager in the **Financial Operations Section** is responsible for operational activities such as procurement and payables, payroll, accounting and reporting, department-wide materials, and inventory (warehouse) management. The position serves as a procurement and payables liaison to the 10 divisions, Tinker Air-Force Base,

DEBT/GRANTS MANAGEMENT

three trusts (OCWUT, OCMCA, and LARA), oversees non-payroll obligations, the department's purchasing card program, and 20+ employees. Additionally, the position is responsible for enacting and implementing any new state statutes related to the processing of construction management claims. The position oversees warehouse activities and department-wide materials, and inventory valued at approximately \$3,000,000.

Preferred Qualifications:

- Bachelor's degree or higher in finance, business, accounting, economics or public administration or five (5) years progressively responsible utility financial management experience.
- Experience in accounts payable and procurement management.
- Skill supervising professional and paraprofessional accounting and finance personnel.
- Skill applying administrative and managerial principles to work performed.

The Senior Financial Services Manager in the Debt/Grants Management Section oversees debt management, wholesale customer agreements, and grants management. This position manages and updates wholesale contracts that provide water and wastewater services to 18 cities/communities, performs analysis on consumption data, identifies events of high usage, prepares narrative and analytical reports to evaluate force majeure event classifications, and prescribes the City's future reservation supply quantities. This position administers federal assistance and grants management programs by identifying and pursuing new funding sources, enhancing existing funding models, and maximizing current funding.

Preferred Qualifications:

- Bachelor's degree or higher in finance, business, economics, management, accounting, or public administration or five (5) years' progressively responsible financial management experience.

- Experience in debt management and/or continuing disclosure requirements.
- Experience in grants management.
- Skill supervising professional and paraprofessional accounting and finance personnel.
- Skill applying administrative and managerial principles to work performed.



Essential job functions for all three positions include:

- Applying accounting, financial, and economic principles and practices to produce reliable, accurate financial plans.
- Monitoring and auditing departmental revenue and expenditures.
- Assisting in the development of long-term and short-term financial operating plans.
- Managing and implementing capital improvement budgets, complex financial planning, and cash flow management.
- Assisting in the vendor selection process when selecting bids and proposals.
- Managing the performance of various finance and fundraising functions.
- Managing financial open record requests and responses.

THE IDEAL CANDIDATE

- Reviewing federal, state, and local standards and regulations to ensure compliance.
- Producing operating and capital budgets for federal and state grants and providing long-term forecasts.
- Developing, evaluating, and providing recommendations concerning key performance indicators.
- Conducting organizational efficiency evaluations, and related matters.
- Serving as a procurement and payables liaison.
- Reviewing and making recommendations for departmental financial operating procedures.
- Providing executive management with written and/or verbal reports on a variety of complex administrative, technical, or financial matters.
- Interacting frequently with departmental work units, other City departments, and external agencies.
- Preparing special financial reports as requested by the City Manager, Council, etc.
- Developing in-house training programs for professional and technical staff.
- Performing other duties as assigned.



THE IDEAL CANDIDATE

Minimum Qualifications

- Minimum of five (5) years of accounting, finance, or economic experience.
- Bachelor's degree or higher in accounting, finance, economics, business administration, or an equivalent combination of education and experience as outlined above may be substituted for a degree on a year-to-year basis.

Knowledge, Skills and Abilities

- Knowledge of advanced accounting, finance and economic concepts, techniques, and principles.
- Knowledge of and ability to apply standard managerial and administrative concepts and principles.
- Skill in financial planning, management, and budgeting.
- Skill in developing short-term and long-term financial plans.

- Skill in financial forecasting.
- Skill in applying knowledge of accounting, finance, and economics principles to work performed.
- Skill in analyzing large quantities of financial data.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.
- Skill in supervising administrative, professional and clerical personnel.
- Skill in applying administrative and managerial principles to work performed.
- Ability and willingness to assume responsibility for work performed.



Compensation

The approved salary range for this position is **\$90,034.56** to **\$137,661.84** and is dependent upon the qualifications and experience of the selected candidate.

Job Requirements

Competencies

Execution and Results: (1) Sets well-defined and realistic goals and high standards of performance for self or self and others; (2) displays a high level of initiative, effort, and commitment toward performing work; (3) completes assignments in a thorough, accurate, and timely manner, and delivers results; (4) works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior; (5) demonstrates understanding of all aspects of the job and application of accrued knowledge in carrying out duties and responsibilities; technical knowledge; skill in the techniques, equipment, procedures, and work required; (6) recognizes opportunities and takes action for improvement to programs, policies, procedures, practices, and processes; (7) understands and is able to apply the principles, methods, and tools of quality improvement; (8) collects, examines, analyzes, and interprets data

from a variety of sources; (9) makes data-driven recommendations/decisions and achieves results; (10) effectively achieves results through others to achieve the Department or City's mission.

Judgment: (1) Plans, coordinates, and executes business functions efficiently, effectively, and in a fiscally responsible manner; (2) identifies risks and develops and implements measures to avoid, mitigate, or minimize those risks; (3) makes effective, timely, well-informed, objective, and transparent work-related decisions; (4) exhibits emotional maturity and stability, effectively manages conflict, and remains optimistic and calm during stressful situations; (5) uses resources effectively to achieve results aligned with organizational priorities; (6) applies understanding of financial management/budgeting principles to ensure decisions are fiscally sound and responsible and in accordance with policies, procedures, processes, rules, regulations, and laws; (7) makes business decisions that drive positive, fiscally responsible performance; (8) manages

ambiguity, business insight, financial acumen, makes decisions using data and insight that achieves the best outcome for the department and City.

Teamwork/Team Oriented: (1)

Recognizes, values, and leverages the ideas, opinions, and perspectives of others; (2) participates willingly and effectively as a team lead or team member; (3) builds consensus; fosters team commitment, spirit, pride, and trust; (4) collaborates with others to accomplish goals and objectives and achieve results; (5) expresses facts, ideas, messages, and information (technical and non-technical) to individuals or groups clearly, concisely, accurately, understandably, with honesty, tact, and diplomacy and in a manner that is appropriate for the intended audience; (6) actively listens, clarifies information as needed.

Customer Centric: 1) Demonstrates commitment to public service; (2) serves and satisfies internal and external customers in a timely and effective manner; (3) establishes, commits to, and maintains high standards for producing quality work products and being responsive to customers; (4) supports the Department/City's mission; develops and executes strategies with the customer in mind.

Strategic Thinking: (1) Thinks conceptually, imaginatively, and systematically; (2) envisions the future; (3) defines the vision, direction, and goals; (4) develops a road map for achievement; (5) anticipates change and plans for it; (6)

considers long-term value and consequences; (7) influences others to achieve results; (8) understands where the organization is headed; knows the organization's mission and functions, and how its social, political, and technological systems work; (9) aligns business strategies to long-term success of the City; (10) sets the vision, direction and compelling course of action; (11) operates effectively within the systems, programs, policies, procedures, codes, ordinances, rules, and regulations of the organization; (12) knows industry and stays ahead of best practices; (13) understands the political environment, management priorities, staff roles and responsibilities, and grasps external factors impacting the organization; (14) identifies when issues need to be escalated to higher authorities and effectively alerts appropriate officials.

Leads Through Influence: (1) Persuades others; builds consensus through give and take; (2) gains cooperation from others to obtain information and accomplish goals; (3) works with others towards achieving agreements that may involve exchanging resources or resolving differences; (4) understands the concepts, practices, and techniques used to identify, engage, influence, and monitor relationships with individuals and groups connected to a work effort including those actively involved; (5) leads through influence over the process and its results, and those who have a vested interest in the outcome (positive or negative).

Commitment to Continuous Improvement: (1) Recognizes

opportunities for improvement with regard to programs, policies, procedures, practices, and processes; (2) understands and is able to apply the principles, methods, and tools of quality improvement; (3) collects, examines, analyzes, and interprets data from a variety of sources; (4) makes data-driven recommendations/decisions and achieves results.

Agility: (1) Values collaboration, communication, and feedback and is flexible and open to new ideas; (2) learns rapidly and transforms learning into action; (3) examines processes and practices to perform work most effectively; (4) demonstrates courage and willingness to take calculated risks; (5) assesses readiness; proposes new approaches, methods, and technologies plans, implements, and evaluates change in a transparent, positive, and thoughtful manner; (6) exhibits emotional maturity and stability, effectively manages conflict, and remains optimistic and calm during stressful situations; (7) rapidly adapts to change and leads others through change, while producing tangible results and identifying new opportunities.

Talent Development: (1) Provides tools, materials, equipment, and resources; (2) provides performance feedback, coaching, mentoring, encouragement, and support; (3) discusses personal and professional goals; (4) provides formal and informal learning and development opportunities that support achievement of personal and professional goals; (5) attracts and develops talent; (6) manages performance

throughout the department or City; (7) sets the leadership tone for area of responsibility.

Inclusive Leadership: (1) Fosters a diverse, equitable and inclusive workplace where individual differences are valued, and employees feel a sense of belonging; (2) seeks to know and learn about others; welcomes diversity in ideas, perspectives, and thoughts; understands and respects values, attitudes, and beliefs of others; (3) seeks to build diverse teams through inclusive hiring practices (ensures opportunity for individuals of all backgrounds and demonstrates a commitment to hiring the most qualified candidates); (4) cultivates engagement, team building, collaboration; (5) instills trust; (6) recognizes contributions and celebrates accomplishments; (7) promotes the advancement of all employees including those of marginalized identities (e.g., coaching, mentoring, providing personal and professional development opportunities); (8) actively participates in and encourages others to participate in diversity and inclusion programming and/or training; (9) strategically integrates inclusion into business practices and decisions; (10) demonstrates respect, inclusiveness, understanding, tact, diplomacy, and professionalism in developing and maintaining effective working relationships with others; (11) effectively manages one's own feelings and emotions; (12) builds diverse teams, promotes advancement of marginalized employees, participates and encourages participation of I&D initiatives.

Working Conditions/Physical Requirements

- Primarily indoors in climate-controlled environment.
- Occasional local or out-of-town travel to meetings, conferences, or seminars.
- Occasionally required to work hours beyond normal scheduled work week.
- Near vision enough to draft, read, and review written communications or reports both manually and machine generated.
- Speech and hearing enough to communicate clearly and distinctly in person and by telephone.

Note: The working conditions and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Total Rewards

Competitive Benefits Package

- Flexible schedules with some telework
- 96 hours of vacation leave a year
 - 40 hours upon first day of employment
- 130 hours of sick leave a year
- 11 regular holidays a year
- 40 hours of sick leave conversion to vacation leave per fiscal year
- Employer paid parking or EMBARK bus pass for eligible employees working at the downtown campus
- Retirement plan
- Credit union with full banking services
- Employee medical center for employee and covered dependents
- Tuition reimbursement
- Employee assistance program
- Life, health, dental and vision insurance options
- Disability plan

