



Maryland
STATE
TREASURER

Investing for Maryland's future.

Treasury Specialist IV – Banking Analyst

Hiring Salary \$41,358 - \$53,431

Grade 15 (Growth potential up to \$65,827
Salary rules apply for State Employees)

Recruitment # 18-002746-0001

Closing Date: May 18, 2018

*This is a skilled service **Position Specific Recruitment** for the MD State Treasurer's Office in Annapolis, MD. The resulting eligible list will be used to fill this position/function only. Interested persons will need to reapply for any future recruitment for positions within this classification.*

The primary mission of the State Treasurer's Office Banking Services department is to manage and control banking relationships for all banking needs for the entire State of Maryland, and to anticipate State agency needs and respond timely to State agency requests. Its primary function is the accurate and timely recordation of State funds, and the reconciliation of the State's bank accounts to the State's internal accounting system.

The Treasury Management-Banking Services team is seeking an individual with hands-on experience in check disbursements, bank account analysis and electronic funds transfer processing. The primary purpose of this position is to control the reissuance or recovery of unrepresented and undeliverable checks for the State of Maryland. Since 2004, the Undeliverable Check Fund has had over \$46.8 Million in activity. The current balance in the fund is over \$1.3 Million. Since 2004, the Unrepresented Check Fund has had over \$128.0 Million in activity. The current balance in the fund is over \$10.1 Million. This position will review, reconcile and pay the account analysis fees for all bank accounts managed by the Treasurer's Office for the State of Maryland. The position will make sure that fees charged by the banks agree with the contracted pricing structure, ensure timely payment of the fees and make recommendations for corrective action based on analysis. This position will process over \$2.4 Million in bank fees. This position also serves as the primary back-up for the department's Electronic Funds Transfer (EFT) Specialist, who monitors all electronic funds transfers (over \$46.6 Billion in Fiscal Year 2017) into and out of the State of Maryland's main disbursement and depository accounts. Additionally, the EFT Specialist manages and processes the drawdown of federal grant money (over \$10.3 Billion in Fiscal Year 2017) for numerous assigned State agencies and various agency programs across the State.

MINIMUM QUALIFICATIONS:

Education: Possession of a bachelor's degree from an accredited four-year college or university including or supplemented by at least 18 credit hours in accounting, business administration or equivalent subject.

Experience: Four years of employment in responsible public administration, business administration, office management and/or accounting or auditing, one year of which must have been in work concerning accounting or investment securities experience.

OR

Education: Graduation from a standard high school, including or supplemented by 18 credit hours in business administration, accounting, or equivalent subject.

Experience: Eight years of experience as defined above. At least one year of the experience must have been in work concerning accounting or investment securities experience.

SELECTIVE QUALIFICATIONS (Applicants must meet the selective qualifications to be considered):

- 1) Two years of the required experience must be in a banking operations and/or corporate accounting environment reconciling in-house and client accounts to a general ledger, analyzing reports & financial trends, or similar financial management experience.
- 2) One year of the required experience must be specifically in back office processing of electronic funds transfers (e.g. ACH transactions including vendor payments, direct deposit, etc. and outgoing/incoming wire transfers including Fedwire and CHIPS).

Preferred Qualifications (Strong Preference will be given to applicants that possess the following):

- Experience in back office commercial banking operations
- Experience in commercial bank account analysis
- Advanced Excel skills (such as working with complex formulas, linked spreadsheets, V-Lookup, and Excel reporting using graphs and macros), Access and Word
- Experience initiating wires to foreign countries.

Special Requirements: All candidates will be subject to a background investigation including criminal and credit history. Please upload a current copy of your resume with your application.

Job opportunities within the Maryland State Treasurer's Office are accessible through *JobAps*, the Statewide Recruitment, Examination and Applicant tracking system. By using the Department filter and highlighting "Office of the Treasurer," you can view all active recruitments within our agency. First time users can register for an account by selecting a position for which to apply, choosing "I am a new user" at the bottom, then keying in the necessary fields.

Go to www.JobAps.com/MD to apply and/or FAX a copy of your resume to 410-260-4090.

General questions may be directed to the STO Personnel Office at 410-260-7078.

As an equal opportunity employer, Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity.



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TTY Users: call via Maryland Relay