



Treasury Specialist IV – Merchant Services

Hiring Salary \$41,358 – 53,431

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

Recruitment # 17-002746-0002

Closing Date: 08/31/2017

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 back office commercial/government banking, and merchant services analysis. This position will be the Subject Matter Expert on credit card/merchant services including: interchange rates, interchange programs, merchant category codes, processing fees and other aspects related to card processing. This position will work with the Merchant Services provider, train Agencies and collaborate with Agency CFOs and Agency Personnel who handle credit card processing. This position will understand and keep current on all credit card related rules/regulations (i.e., EMV, PCI Compliance, etc.) and will provide agencies with best practices to consider when accepting payments. With the electronic payments industry continuing to increase, this position will play a key role during procurement of the State's Merchant Services provider to ensure accurate State related credit card activity is provided in the RFP. This position will serve on the evaluation committee. This position will ensure that all merchant identification numbers, type of equipment used by the State agencies and agency contact information are accurately recorded and updated as required. This position will document and review the more than \$1.29 Billion of credit card transactions processed per year by State Agencies using approximately 600 merchant identification numbers (MIDs). The incumbent will analyze the transactions, utilize complex spreadsheets to prepare monthly reports and make recommendations to management and to agencies to help reduce credit card processing fees. This position is the sole source in the State to monitor all Merchant Services transactions and costs. This position will be the liaison between the merchant services provider and the State agencies. This position will ensure that State agencies are aware of any changes in the card rules and regulations which could affect the State's performance and/or compliance.

This position serves as the primary back-up for the following functions:

- Community Banks Specialist: Responsible for the reconciliation (monthly) of all activity in the seven community bank accounts (activity per month averages over \$3.0 Million); ensuring outstanding transactions are cleared from the reconciliation on a timely basis; completing the deposit match process; preparing monthly reports, and processing RDI's on a daily basis.
- Disbursement Reconciliation Specialist: Reconcile daily the five primary disbursement bank accounts used by the State of Maryland to pay vendors, taxpayers and employees. All disbursement transactions posting to the bank accounts are validated against source documentation processed through the STO i5 system and any discrepancies are investigated and corrected. Accurate reconciliation of these accounts is a critical component of the overall State's main cash reconciliation which reconciles all bank balances to the States general ledger system (R*STARS). Additionally, position assists various state agencies with disbursement/reconciliation issues.
- Reconciliation Lead: Work with State agency financial personnel to ensure proper set up of CCD tables for automatic general ledger posting of ACH and wire transactions. Sets up and modifies CCD Tables to establish matching records in the i5 for incoming ACH or wire transactions.

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 specifically in electronic/merchant payment transactions reconciliation and reporting, such as for a corporate office or merchant services provider.
- 2) 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, and using other similar financial management skills.



Maryland
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Investing for Maryland's future.

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

- Experience with back office commercial/government banking, specifically credit card processing strongly preferred
- Ability to create Excel spreadsheets using advanced skills (such as complex formulas, linked spreadsheets, V-Lookup, and Excel reporting using graphs and macros), Access and Word
- Experience using online merchant services reporting system and using online bank reporting systems
- Experience in the credit card industry interpreting and applying credit card rules and regulations and security (PCI DSS, EMV Chip, etc.).

All candidates will be subject to a background investigation including criminal and credit history. General questions may be directed to the STO Personnel Office at 410-260-7078.

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 to apply for, choosing "I am a new user" at the bottom, then keying in the necessary fields. Please upload a current copy of your resume with your application.

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

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

TTY Users: call via Maryland Relay