



Treasury Specialist V - Accountant

Recruitment #17-002747-000x
Salary Grade 16 \$44,017 Base
Closing Date: September 7, 2017

*(Growth potential up to \$70,265
Salary Guidelines apply for current State employees)*

The Budget & Financial Administration Division of the State Treasurer's Office is responsible for agency specific budget and accounting functions, accounting transactions related to the State Insurance Trust Fund & the Injured Workers' Insurance Fund, and other Statewide accounting functions. These Statewide accounting functions include processing time sensitive State Debt Service payments and quarterly payments under financial agreements related to the Master Lease programs as approved by the Debt Management Division. The Budget and Financial Management Division is also responsible for processing all agency requests for check reissues, stop payments and recoveries from the State's Unpresented and Undeliverable funds as approved by the Treasury Management Division.

This position is responsible for administering general accounting functions for the State Treasurer's Office. Functions include routing and coding deposits and Treasury invoices; processing interagency accounting transactions including SIFE, IWIF, and lease premium recoveries; monthly reconciliations of fund balances and accounting activity; biweekly payroll processing and submission; and preparing analytical support used in annual closing and budget preparation processes. This position is also responsible for processing \$1.2 billion in annual debt service payments and \$23.6 million in annual lease payments which are critical, time sensitive payments processed via Fedwire and are essential in the preservation of the state's coveted AAA bond ratings. This position also reviews daily reports and ensures transactions keyed by the Division correctly post to the State's general ledger. The incumbent also validates and submits agency biweekly regular and contractual payroll in the Statewide Personnel System (SPS). This is a high level position that requires excellent accounting and analytical skills and is responsible for ensuring timely and accurate posting of accounting transactions processed within the department.

MINIMUM QUALIFICATIONS (required):

- Education: Possession of a bachelor's degree from an accredited four year college or university in the field of accounting, finance, or business administration, including or supplemented by at least 12 hours in accounting.
- Experience: Five years of professional experience in accounting, finance, cash management analysis, or investments.
- Notes:
1. Possession of a certificate as a Certified Public Accountant may be substituted for two years of the required experience.
 2. Applicants may substitute graduate education in an academic field related to the required experience from an accredited college or university at the rate of one year of education for one year of the required experience.

SELECTIVE QUALIFICATIONS (required):

- Two of the required years of experience must include specific experience in accounts payable processing and general ledger account reconciliations
- One of the required years of experience must include payroll processing

PREFERRED QUALIFICATIONS (not required):

- Proficiency in Excel
- Proficiency in proofreading and attention to detail
- State of Maryland accounting and/or R*STARS experience
- Governmental fund accounting experience

LIMITATIONS ON SELECTION: Applicants must be willing to work in the Annapolis area. Applicants must pass a background investigation to include criminal, credit and driving history.

SELECTION PROCESS: Applicants who meet the minimum qualifications will be admitted to examination for this classification. Successful candidates will be ranked as **Best Qualified**, **Better Qualified**, or **Qualified** and placed on the employment (eligible) list for at least one year. Only those individuals whose applications reflect the necessary education and experience will be considered, so please describe all relevant experience and education in detail.

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. Visit www.jobaps.com/md to apply.

Please upload a current resume' for this recruitment. General Questions for this recruitment can be directed to the STO Personnel Office at 410-260-7078.

If you do not have access to the Internet and need to fill out a paper application, please forward to: Maryland State Treasurer's Office, 80 Calvert Street, Room 109, Annapolis, Maryland 21401, Attn: Human Resources or FAX: 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. We thank our veterans for their service to our country, and encourage them to apply.

TTY Users: Call via Maryland Relay