



Maryland
STATE
TREASURER
Investing for Maryland's future.

**Treasury Specialist V
EFT Specialist**
Hiring Range: \$44,017 - \$56,999
(Grade 16 ~ Salary rules apply for State Employees)

Recruitment #18-002747-0001
Closing Date: February 2, 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 back office commercial banking and electronic funds transfer processing. This position is specifically responsible for the overall monitoring of electronic funds transfers into and out of the State of Maryland's main disbursement and depository accounts. In fiscal year 2017, this position managed over \$43.7 Billion in total incoming electronic funds transfers on behalf of the State – an average of over \$3.6 Billion a month or \$150 Million a day. Outgoing wire transfers were over \$2.9 Billion. In addition, this position was solely responsible for the timely and accurate processing of over \$10.3 Billion in drawdown of federal funds to be applied to various agency programs across the State.

This position is the primary backup for the following:

Completing the monthly collateral reconciliation ensuring all State funds on deposit with financial institutions are collateralized as required by statute (managing an average of \$600 Million in collateral per month); reviewing bank requests for collateral reductions/substitutions/additions with the applicable custodian as needed.

Administering collateral (totaling in excess of \$100 million) posted by insurance companies conducting business in the State. Functions include the monitoring, approving, replacing, and releasing of collateral securities that the State Treasurer's Office holds for 118 insurance, fidelity, bonding and guaranty companies. Maintains an excel spreadsheet of all the activity for the insurance collateral.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

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

- One year of the required years of 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 initiating wires to foreign countries.
- Experience in back office commercial banking is strongly preferred
- Experience in work involving accounting, investment securities, and/or insurance investments
- Ability to create and manipulate Excel spreadsheets using advanced skills (i.e., complex formulas, linked spreadsheets, V-Lookup, and macros).

Special Requirements: All candidates will be subject to a background investigation to include criminal and credit history.

Limitations on Selection: Candidates must be willing to work in the Annapolis area.



Maryland
STATE
TREASURER
Investing for Maryland's future.

**Treasury Specialist V
EFT Specialist**
Hiring Range: \$44,017 - \$56,999
(Grade 16 ~ Salary rules apply for State Employees)

Recruitment #18-002747-0001
Closing Date: February 2, 2018

EXAMINATION: The examination may consist of a rating of your education, training, and experience related to the requirements of the position. You may be required to complete a qualifications supplement, or the rating may be based on your application. Therefore, *it is important that you provide complete and accurate information on your application. Report all experience and education that is related to this position.*

SELECTION PROCESS: Applicants who meet the minimum and selective 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 one year.

General questions may be directed to the STO Personnel Office at 410-260-7078 or 410-260-6382.

Job opportunities within the Maryland State Treasurer's Office are accessible through *JobAps*, the State's online 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 completing the necessary fields. **Please upload a current copy of your resume with your application.**

Go to <http://www.jobaps.com/md> to apply

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