



Maryland
STATE
TREASURER

Investing for Maryland's future.

Treasury Specialist II
"Banking Support Specialist"
Hiring Salary \$38,601 - \$49,694 Grade 13
(Growth potential up to \$61,038 ~ Salary rules apply for State Employees)

Recruitment # 19-002744-0001
Closing Date: October 14, 2019

THIS IS A SKILLED SERVICE POSITION SPECIFIC RECRUITMENT FOR THE MARYLAND STATE TREASURER'S OFFICE.

The resulting eligibility list will be used to staff this position/function only.

Interested persons need to reapply for any future recruitment for 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.

This position is responsible for the maintenance of various internal banking databases, most notably the Treasurer's Bank Account Information System (TBAIS) and the vendor EFT authorization table. The incumbent utilizes the TBAIS database to ensure compliance with all prescribed statutory and policy directives related to State agency bank accounts. Specific compliance matters include ensuring all State agency bank accounts are approved by the Comptroller and the Treasurer, all bank accounts requiring collateralization are reconciled with TBAIS, interest earned on State banking accounts is transferred to the State General Fund if required, documentation is on file to support the amount of interest transferred to the general fund, and accounts are opened only at State designated financial institutions. The incumbent corresponds with State Agency CFO's when performing the annual bank account validation and the annual interest certification with the State Agencies.

The ability to communicate effectively and professionally both in writing and orally is essential to this position. The incumbent acts as the key liaison with the Comptroller's General Accounting Division (GAD) to ensure that GAD can access bank account information required for their year-end reconciliation and reporting requirements. The position supports the Collateral Specialist position with the monthly reconciliation of TBAIS to the bank's reported list of accounts. Additionally, the position is the primary back up for all Check Services functions including: processing of check services request forms, processing of bank stop payments, check reissue requests of failed payroll ACH's, phone coverage for the Division's main phone line and the Treasury Front Desk Support (rotating basis).

MINIMUM QUALIFICATIONS:

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

Experience: Two years of employment in responsible public administration, business administration, and/or accounting or auditing.

OR

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

Experience: Six years of experience as defined above.

OR

Experience: One year in a Maryland State classification of Treasury Specialist I.

SELECTIVE QUALIFICATION (Required):

1. One year of the required experience must be in maintaining large databases or tables (e.g., containing 1000+ records)
2. One of the required years of experience must be in a financial or bank setting.

PREFERRED QUALIFICATIONS:

1. Demonstrated proficiency in attention to detail, as well as experience proofing
2. Experience with FMIS, the State's financial accounting system
3. Experience performing check services (e.g., stop payments, check reissues) at a bank or corporate operations
4. Experience with federal tax classifications for businesses and/or experience working with Federal W-9 forms
5. Proficiency in Microsoft Excel/Access including ability to maintain and manipulate spreadsheets containing a large volume of banking data (e.g., converting files to .CSV files, using V-Lookup)

LIMITATIONS ON SELECTION: Candidates must be willing to work in the Annapolis area.

SPECIAL REQUIREMENTS: All candidates will be subject to a background investigation including criminal and credit history.



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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 at least one year.

EXAMINATION: The examination consists 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 the information contained in your application. *Therefore, it is important that you provide complete and accurate information to describe your training and experience, on your application.* You may be asked to supply transcripts upon interview.

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, or FAX a copy of your resume to 410-260-4090. Electronic application is strongly encouraged.

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.
TTY Users: call via Maryland Relay