



Maryland
STATE
TREASURER

Investing for Maryland's future.

Treasury Specialist III – Merchant Services

Hiring Salary \$38,880 - \$50,120

Grade 14 Growth potential up to \$61,691
(Salary rules apply for State Employees)

Recruitment # 16-002745-0001

Closing Date: December 6, 2016

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. The primary purpose of this position is to track, document and review the more than \$1.0 Billion of credit card transactions processed per year by State Agencies. The incumbent will analyze the transactions, prepare monthly reports, and make recommendations to management and to agencies to help reduce credit card processing fees. The incumbent will complete an annual audit of all equipment in use by each State Agency and research/resolve any differences noted by the Agency to the information currently on file with Banking Services. 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 to the Community Banks and Collateral Specialist, specifically responsible for the reconciliation 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, processing RDI's on a daily basis; completing the monthly collateral reconciliation ensuring all State funds on deposit with financial institutions are collateralized as required by statute (managing an average of \$600.0 Million in collateral per month); reviewing bank requests for collateral reductions/substitutions/ additions with the applicable custodian as needed. This position also serves as the primary back-up to the Administrative Aide by performing a variety of administrative banking functions within the State's Banking Services Department. Tasks include researching and processing State agency requests for check services (stop payments, cancels, recovers, reissues and check copies), coordinating replacement checks for payroll direct deposit failures, entering stop payments on the disbursement bank's on-line system, setting up new vendor records for ACH payments, and processing various other transactions into the Treasurer's and the State's financial systems. The incumbent provides back-up coverage on the Banking Services main phone line, and is part of a rotational team that provides back-up coverage to the Treasurer's Office main phone line.

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 subjects. **Experience:** Three 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 at least 18 credit hours in accounting, business administration, or equivalent subjects. **Experience:** Seven years of experience as defined above.

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, and using other similar financial management skills.
- 2) One year 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.

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
- Strong customer service and math skills
- 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*