



Maryland
STATE
TREASURER

Investing for Maryland's future.

Treasury Specialist IV
"Community Banks/Lockbox/Collateral Specialist"
Hiring Salary \$41,358 - \$53,431 Grade 15
(Growth potential up to \$65,827 ~ Salary rules apply for State Employees)

Recruitment # 17-002746-0001
Closing Date: May 1, 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.

This position is responsible for reconciling and tracking all activity in the depository bank accounts set up at "Community Banks" in areas where there is no branch of our main depository bank. Responsibilities include reconciling 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 return deposited items on a daily basis; ordering deposit tickets for those agencies using community banks; 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 and notifying the applicable custodian as needed. This position will be the liaison between the lockbox provider and the State agencies, including participating in meetings/conference calls related to lockbox projects, including transitioning to a new provider, new lockbox implementations and issues. Over \$1.8 Billion in activity was processed through the 48 lockboxes utilizing 34 bank accounts in 2016. In addition, the incumbent will review the daily lockbox balances for the State agencies to ensure excess funds have been swept, to ensure return items are properly covered and to review the peg balances for the lockbox accounts.

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):

Two years of the required experience must be in a banking operations and/or corporate accounting environment reconciling complex in-house and client accounts to a general ledger, analyzing reports & financial trends, and using other similar financial management skills.

PREFERRED QUALIFICATIONS (Strong Preference will be given to applicants that possess the following):

- Experience in lockbox banking operations (processing lockbox payments and depositing them directly into a company's bank account using lockbox technology)
- Experience evaluating collateral for current market value based on set standards and/or regulations
- Ability to create and manipulate Excel spreadsheets using advanced skills such as complex formulas, linked spreadsheets, V-Lookup, graphs and macros.
- Experience using Interactive Voice Response systems in order to initiate bank transactions.

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.

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. If you do not have access to the internet, mail your application to 80 Calvert Street, Room 109, Annapolis, MD 21401 (Attn: HR) or FAX to 410-260-4090.

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