



Maryland
STATE
TREASURER

Investing for Maryland's future.

“DIRECTOR OF FINANCE AND OFFICE OPERATIONS”

Executive V

Salary: \$93,443 - \$124,658

Open Until Filled

The Director of Finance and Office Operations is responsible for Constitutional, Control Agency, Management and Administrative functions which serve both inter- and intra-agency roles. The Director is responsible for all budgeting and accounting functions concerning the fiscal and administrative operations of the State Treasurer's Office. This includes management of two general fund operational budgets – Treasury Management and Bond Sale Expenses, one reimbursable fund operational budget – Insurance Management, and one non-budgeted program – the State Insurance Trust Fund. This position also serves as the sole coordinator and liaison for the State for the federally mandated Cash Management Improvement Act (CMIA) of 1990.

Key Functions include:

- Formulates, justifies and executes the Treasurer's Office \$45-50 million annual budget which includes funding for agency operations as well as funding for costs of issuance and general advisory fees related to annual bond sales, and insurance costs related to statewide commercial premiums and the State Insurance Trust Fund; coordinates submission of budget, analyzes and projects additional needs
- Manages agency year-end closing processes, submits closing schedules to Department of Budget & Management (DBM) and the General Accounting Division (GAD), prepares and submits year-end accrual and closing entries into State's financial system
- Approves all transactions for transmit into FMIS, ensuring processing in accordance with GAD requirements and State standards
- Manages compilation of Auto, Tort, Officers & Employees, and Property insurance rates to be charged to each State agency required by DBM to be included in annual budget instructions.
- Administers collection and remittance of Injured Workers' Fund compensation coverage for State Employees
- Negotiates agreements and submits annual reports to the Secretary of the US Dept of Treasury, develops and monitors the federal Treasury State Agreement (TSA) for State on behalf of the Treasurer's Office for all State agencies that are party to the CMIA agreement, prepares and submits the Annual CMIA Interest Calculation and Direct Cost Report to the federal Treasury, calculates and monitors Statewide and agency clearance patterns, prepares responses and resolves CMIA audit findings for the Treasurer's Office and assists State agencies in resolving their CMIA audit findings
- Processes debt service payments of approximately \$1 billion related to General Obligation debt issuance and \$70 million related to Capital Lease Financing payments timely in order to preserve State's AAA credit rating
- Oversees financial services procurements which are delegated to the State Treasurer under COMAR Title 21 and Article VI, Section 3 of the State Constitution, used Statewide by agencies
- Directs organizational planning and structure of the Finance and Office Operations Division, including strategic planning, resource allocation, staffing, leadership and production methods; directly manages accounting staff
- Coordinates development, enhancements and implementation of new, revised and up-graded specialized automated accounting and budgeting systems, including Treasurer's Office systems for Insurance and Treasury; assists in planning of Statewide financial management capabilities studies; participates in planning and evaluation of Statewide proposals for issues affecting financial management or resources; responds to fiscal notes and estimates for proposed laws and regulations

Educational Requirements: Bachelor's Degree from an accredited 4-year college or university in Accounting or related field. Post Graduate work preferred.

The ideal candidate will have at least four (4) years of employment experience maintaining financial records, control and procedures relating to budgetary expenditures, monthly account reconciliation, year-end closing, accounts receivable, accounts payable, insurance accounting transactions. In addition, the candidate will possess experience in governmental fund accounting and grant accounting, previous experience with the State of MD R*STARS accounting system, and proficiency in MS Word and Excel. CPA certification is a plus.

This is an Executive Service position which serves at the pleasure of the Maryland State Treasurer and her designated appointees. State employment benefits are included, such as paid holidays, vacation, sick and personal days; medical and dental plans; pension plan; 401k/457 plans; paid parking; employee credit union; direct deposit.

Notes: Applicants will be subject to a background investigation to include credit, criminal and driving history.

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

Job opportunities within the Maryland State Treasurer's Office are now accessible through *JobAps*, the new 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. [Click here](#) to apply.

If you 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

hr@treasurer.state.md.us

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.