



Maryland
STATE
TREASURER
Investing for Maryland's future.

Treasury Specialist IV – Banking Operations

Hiring Salary \$51,649 - \$66,995

Grade 16 (Growth potential up to \$82,727
Salary rules apply for State Employees)

Recruitment # 22-002746-0003

Closing Date: 11/3/2022

The primary mission of the State Treasurer's Office (STO) Banking Services department is to manage and control banking relationships for all banking needs for the entire State of Maryland. As the liaison between the State and participating bank vendors, the department's goal is to manage State agency banking needs and respond timely to State agency requests for banking services. Its principal function is to accurately and timely record and reconcile State funds moving in and out of contracted bank accounts to the State's internal accounting system.

The Banking Services Division is a cohesive, dedicated group of professionals who enjoy the behind-the-scenes environment of back-office banking operations. Ideal candidates should be strong in customer service etiquette, research and analysis, and attention to detail. While each State agency performs its own agency reconciliation and accounting work, the STO Banking Services department, in contrast, is responsible for pulling all state banking activity together and reconciling the Statewide master depository and disbursement bank accounts against the State's main general ledger. Each position in the STO Banking Services department plays a specific and unique role that, when combined, determines the State's daily cash balance. In addition, Banking Services assists with agency-specific depository and disbursement bank account issues regarding opening accounts, vendor payment issues, payroll and income tax refunds processing errors; lockbox services; merchant account services (credit and debit card receipts); agency working fund, trust and escrow accounts; stop payments, cancellations and check re-issuance; processing drawdown of funds from federal programs and grants; initiating FedWire payments; processing all State bank adjustments; managing the State's "unpresented and undeliverable" check funds; collateralization compliance; research; and other agency banking needs.

This position reconciles cash deposits recorded daily in the State's general ledger with the cash deposits made to the State's main depository bank per the daily bank deposit transaction activity report. Transactions unmatched from the automated deposit match program require manual research and resolution, and notification to the corresponding agency. This position also backs up the reconciliation of the five primary disbursement bank accounts used by the State of Maryland to pay vendors, taxpayers, and employees. All disbursement transactions posting to the bank accounts are validated against source documentation processed through the treasury system, and any discrepancies are researched and resolved. This position also reviews and reconciles the monthly account analysis for all bank accounts for the State to ensure fees charged agree with the pricing structure contracted. The incumbent analyzes variance trends in volumes and charges, and makes recommendations regarding services.

This recruitment is for a full-time, permanent position with State benefits including a generous paid leave package, comprehensive and subsidized health benefits, and a defined-benefit pension plan in addition to supplemental retirement plans. The State Treasurer's Office also supports a hybrid telework environment.

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.

Note: Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer in financial administration and program classification or financial administration specialty codes in the accounting and budget group field of work on a year-for-year basis for the required experience and education.



Maryland
STATE
TREASURER
Investing for Maryland's future.

Treasury Specialist IV – Banking Operations

Hiring Salary \$51,649 - \$66,995

Grade 16 (Growth potential up to \$82,727
Salary rules apply for State Employees)

Recruitment # 22-002746-0003

Closing Date: 11/3/2022

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 various in-house and client accounts to a general ledger, analyzing reports & financial trends, or similar banking financial management experience.

Preferred Qualifications (Strong Preference will be given to applicants that possess the following):

- Experience working in back office commercial banking operations
- Experience with complex bank account deposit reconciliations involving multiple deposit locations
- Experience with complex bank account disbursement reconciliations involving high volumes of checks and ACH payments
- Experience researching and reconciling bank adjustments
- Experience handling bank-initiated chargebacks/adjustments
- Experience with BAI codes
- Experience analyzing commercial bank statements for structured pricing agreements
- Advanced skills in Excel (e.g., complex formulas, linked spreadsheets, H- & V-Lookup, pivot tables, exporting data, CSV files, parsing data, macros)

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

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

SELECTION & EXAMINATION PROCESS: 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.* 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.

Job opportunities within the Maryland State Treasurer's Office are accessible through JobAps, the Statewide Recruitment, Examination and Applicant tracking system. Please upload a current copy of your resume with your application. Electronic application is strongly encouraged. If you do not have access to the internet, you may fax your application 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*