

# **Banking Operations - Reconciliation Coordinator** **Treasury Professional I**



Recruitment # 23-005646-0003

Hiring Salary: Grade 17 \$59,608 – \$74,705

Growth Potential Up To \$92,290 / Salary Guidelines Apply for State Employees

**Closing Date: April 24, 2023**

*Are you a banking professional looking for a unique experience while advancing your career in banking? **Think outside of the bank!** Utilize your banking experience and work for the **Maryland State Treasurer's Office.***



**The State Treasurer's Office** is responsible for procuring and managing financial services and needs for all State of Maryland agencies. As the custodian for all of the State's cash assets, our agency controls oversight for all State agency depository and disbursement accounts, lockbox services, merchant account services, agency working funds, trust and escrow accounts, etc. The Banking Services Division is responsible for the State's cash reconciliation on a daily basis. The State cash reconciliation is maintained on complex databases that consolidates information from multiple data sources within the Banking division.

**The primary purpose of the position** is to coordinate the overall review and settlement of the State's Main Cash Reconciliation on a daily and monthly basis. The cash reconciliation is the principal reconciliation of all cash activity (money flowing into and out of the State's main depository and disbursement accounts) with the State's general ledger system (R\*STARS). Annual cash receipt and disbursement activity flowing through the State's accounts exceeds \$150 billion. This position reviews and signs off on daily depository and disbursement reconciliations performed by other banking staff, performs additional reconciliation tasks that also flow into the State's Main Cash Reconciliation, and compiles daily folders of all supporting recon documentation. This position is further responsible for compiling the overall monthly State Cash Reconciliation package containing the final monthly cash reconciliation summary, and cross-references to documentation that itemizes and supports all outstanding balances and transactions. This overview and coordination is the first vital step in verifying that the final reconciled figure of all State cash activity for each day (source data from the banks) matches the final figure on the State's general ledger, maintained by the Comptroller's General Accounting Division.

The Treasury Professional I classification is part of a non-competitive promotion series, in which an employee may advance from the intermediate-level Treasury Professional I to a full performance, Treasury Professional II through work experience and competency.

## **MINIMUM QUALIFICATIONS (required):**

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

Experience: Four years of experience in business administration, office management, finance, accounting, economics, or related field.

Notes: 1. Candidates may substitute education from an accredited college or university or nationally recognized industry certification program, at a rate of thirty credit hours for each year of experience, for up to two years of the required experience. 2. Candidates may substitute U.S. Armed Forces military service experience as a non-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.

## **SELECTIVE QUALIFICATION (required):**

Two years of the required experience must be in 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 (additional consideration will be given to candidates possessing the following):**

- Experience in reconciliation of all cash activities with a general ledger system for a financial institution.
- Experience with State of MD financial systems such as FMIS/R\*STARS, I-5.
- Experience researching, interpreting, applying and/or auditing laws, regulations, guidelines, or other technical specifications.
- Experience in diagnosing technical issues affecting cash reconciliation and acting as a liaison to assist other agencies to fix the issue.
- Experience in report analysis, compiling monthly credit/debit trends, and researching from multiple sources.
- Experience in back office banking and knowledge in banking principles.
- Bachelor's degree in accounting or finance field. Certifications in accounting field.
- Advanced level experience in Microsoft Excel, Excel formulas, and lookup skills.

**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 one year.

**EXAMINATION:** 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.*

**LIMITATIONS ON SELECTION:** Applicants must be willing to work onsite in the Annapolis area.



**WHY WORK FOR THE STATE OF MARYLAND?**

- Job stability and pinnacle experience (we are a Constitutional Office)
- Work-life balance
- Ability to make your mark through public service
- Predictable hours and hybrid teleworking schedules
- Paid holidays 12-13 per year
- Generous paid leave package (annual, sick, personal and compensatory leave)
- State Pension ("defined benefit" plan)
- Tax-deferred supplemental retirement savings plans (401(k) and 457)
- Free parking
- Comprehensive, subsidized health, dental and prescription plans with little to no deductibles, free generic prescriptions, and free preventative health services
- Flexible Spending Account plans for Health Care and Daycare
- State Employees Credit Union
- Direct Deposit

**TO APPLY:**

Job opportunities within the Maryland State Treasurer's Office are accessible through JobAps, the Statewide Recruitment, Examination and Applicant tracking system. Go to <https://jobapscloud.com/MD/> to apply. Please upload a current copy of your resume with your application. Electronic application is strongly preferred; however, if you do not have access to a computer, you may send a copy of your resume by email to [hr@treasurer.state.md.us](mailto:hr@treasurer.state.md.us) or fax to 410-260-4090.

Candidates will be subject to a background investigation to include credit, civil and criminal history. Any questions regarding this recruitment or the recruitment process may be directed to the State Treasurer's Office, Human Resources Office, at 410-260-7903.

*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*