



STATE OF OKLAHOMA
OFFICE OF THE STATE TREASURER (OST)

POSITION ANNOUNCEMENT

Posting Date: 10/23/2018

Applications and résumés will be accepted until filled by the Human Resources Manager, 2300 Lincoln, Room 217, Oklahoma City, Oklahoma 73105.

Banking and Treasury Services Manager

Tentative Examination Weights: Education and Experience

Monthly Salary Range: \$3,564 - \$5,940

Annual Salary Range: \$42,773 - \$71,288

Duties and Responsibilities: Under the supervision of the Director of Banking and Treasury Services (Director), the Banking and Treasury Services Manager (Manager) is responsible for supervising the receipting, recording and settlement of high volume deposits and disbursements. The State of Oklahoma relies heavily on electronic processing including ACH origination and credit card processing. The State also issues warrants (paper checks) to disburse funds. OST matches warrants presented for payment with warrants issued and settles with the Federal Reserve daily. The Banking and Treasury Services Division (Division) of OST provides other services similar to a traditional bank maintaining a Cashier function at the State Capitol for cashing state warrants, accepting deposits from state agencies, cashing personal checks for state officials and employees, providing or arranging change orders for state agencies, processing stop payments or cancellations, posting deposits and transfers between accounts, and processing returned items.

The Manager supervises the daily performance of procedures that reasonably ensure accurate and timely processing and recording of receipts and disbursements in compliance with various financial industry rules and regulations, state laws and agency policies. On a daily basis the Manager works with the Director and other OST staff, state agencies and financial institutions to balance transactions and to resolve errors and exceptions.

Minimum Requirements: Bachelor's degree in business, accounting, finance or a closely related field or an equivalent combination of education and experience. ***Preferred Requirements:*** 2 - 5 years of banking or corporate treasury experience and AAP certification.

The Office of the State Treasurer is an Equal Opportunity Employer.

www.ok.gov/treasurer

BANKING AND TREASURY SERVICES MANAGER

BASIC PURPOSE:

Under the supervision and direction of the Director, this position is responsible for the planning, supervision, and review of daily operations within this Division of OST. The Manager supervises a staff of 4 to 5 each with distinct responsibilities for processing state deposits and disbursements on a daily basis. The Manager works with the staff to ensure daily operating deadlines are met consistently while keeping the Director informed of any problems. The Manager may be required to fill in and perform certain functions due to scheduled or unplanned absences.

The Manager oversees the daily collection, depositing, transfer and receipting of funds. Additional responsibilities include monitoring daily ACH transaction origination, file release, and exception processing including reversals, deletions and returns. The Manager supervises the daily reconciliation of posted and paid warrants with settlement amounts submitted by the Federal Reserve and the tracking and resolution of exceptions that will not post to accounts for various reasons. The Manager supervises daily Cashier activity, the processing of stop payments and performs cash vault balancing daily.

The Manager assists with the resolution of moderately complex to complex exceptions including handling the escalation of more complex issues by coordinating with financial institutions, the Federal Reserve, state agencies, the Director and/or other OST personnel as necessary to ensure a timely and appropriate resolution.

Additional responsibilities of the Manager will include modifying or developing Division policies and operating procedures. The Manager is responsible for providing employees timely, candid and constructive performance feedback; developing employees to their fullest potential and provide challenging opportunities that enhance employee career growth; developing the appropriate talent pool to ensure adequate strength and succession planning; recognizing and regarding employees for accomplishments.

TYPICAL FUNCTIONS:

The functions within this job generally include the following:

- Manage 4 to 5 employees; ensure the Division is sufficiently staffed and that the staff is adequately trained. Responsible for promoting teamwork, and the cross training of employees.
- Daily supervision of: cashier and vault operations, reconciliation of daily settlement with the Federal Reserve, account reconciliation exception processing, processing deposits and returned items, ACH transaction origination and settlement, Merchant Credit Card, Debit Card and Payroll Card services.
- Serve as the point person for the escalation and resolution of more complex servicing issues.
- Maintains daily, weekly and monthly reporting of activity.
- Assess operational risks and institute controls, policies and procedures as concerns are identified and changes are implemented.
- Ensures compliance with established policies and procedures, auditing and reporting requirements.

- Perform any other duties as assigned.

One Level

Code: 4080

Salary Band: \$42,773 - \$71,288

Knowledge, Skills and Abilities required at this level include knowledge of accounting principles, Check 21 processing, deposit operations, ACH processing, Federal Reserve processing policies and procedures for adjustments, exceptions and returns. Ability is required to establish and maintain effective working relationships with others; to communicate effectively, both orally and in writing; to establish and develop training programs; to exercise good judgment in analyzing situations and making decisions; and to organize and present facts and opinions.

Education and Experience requirements at this level consist of a bachelor's degree and two years of professional or technical administrative experience in business; or an equivalent combination of education and experience, substituting one year of qualifying banking or treasury experience for each year of the required education. Technical administrative experience would include highly complex clerical work gained under the direct supervision of a professional supervisor or manager.

Preferred experience in banking operations, working with deposit accounts, incoming wire transfers, and disbursements. This individual should also possess teller supervisor/manager experience with a minimum of 2 years cash handling and customer service experience and AAP certification.

Prefer experience with Microsoft Office products, particularly Excel and Word, exporting data generated from queries and reports to relevant file formats and experience with Microsoft Excel for manipulation and analysis of data and various Excel functions and tools.