



**STATE OF OKLAHOMA
OFFICE OF THE STATE TREASURER**

POSITION ANNOUNCEMENT

Posting Date: September 28, 2007

Cover letters and résumés will be accepted until 5:00 p.m. October 19th by the Personnel Manager, 4545 N. Lincoln, Suite 106, Oklahoma City, Oklahoma 73105-3413.

Banking Operations Manager

Tentative Examination Weights: Education and Experience

Monthly Salary Range: \$2,916.67 - \$4,000.00

Annual Salary Range: \$35,000 - \$48,000

Duties and Responsibilities: Ensures daily banking operations deadlines are met; assists with the resolution of operational problems that may arise with state agencies, operating and depository banks, internal banking and accounting systems and the Federal Reserve; maintains day-to-day operational control and meets established service standards; supervises daily teller transactions, cash vault balancing; ensures a high level of customer service is maintained.

Minimum Requirements: knowledge of generally accepted accounting principles, Check 21 processing, deposit operations, ACH processing, Federal Reserve processing policies and procedures for adjustments, exceptions and returns. Bachelor's degree and one year of professional or technical administrative experience in business; or an equivalent combination of education and experience. 3 years of experience in Banking Operations, working with deposit accounts, incoming wire transfers, and disbursements, teller supervisor/manager experience with a minimum of 2 years cash handling and customer service preferred.

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

www.treasurer.ok.gov

BANKING OPERATIONS MANAGER

BASIC PURPOSE:

Under the supervision and direction of the Banking Services Director, this position is responsible for the planning, supervision, and review of daily operations within the Banking Operations Section of the Banking Services Division of the Office of State Treasurer. The Banking Operations Section is responsible for processing state deposits and disbursements activity on a daily basis. The Banking Operations Section provides some services similar to a traditional bank such as cashing state warrants, cashing personal checks for state officials and employees, providing change orders for state agencies, processing stop payments on warrants, posting deposits and transfers between accounts, and processing returned items. The Banking Operations Section also reconciles posted and paid warrants with settlement amounts submitted by the Federal Reserve, tracking and resolving exceptions that will not post against agency accounts for various reasons.

The Banking Operations Manager ensures daily banking operations deadlines are met consistently. The Banking Operations Manager assists with the resolution of operational problems that may arise with state agencies, operating and depository banks, internal banking and accounting systems and the Federal Reserve, while maintaining day-to-day operational control and meeting established service standards. Additionally, the Banking Operations Manager supervises daily teller transactions, cash vault balancing, and ensures a high level of customer service is maintained.

Responsibilities of the Banking Operations Manager include developing and proposing section policies or operating procedures, assisting with the preparation of division budgets, and supervising staff in the daily operations of banking services. The Banking Operations 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 5 -7 employees, ensures the Banking Operations area 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, deposits and account transfer processing.
- Banking Operations Section point person for the escalation and resolution of more complex servicing issues.

- Maintains daily, weekly and monthly reporting of Banking Operations departmental activity.
- Assess operational risks and institute controls, policies and procedures as concerns are identified and integration initiatives occur.
- Ensures compliance with established Banking Operations policies and procedures, auditing and reporting requirements.
- Perform any other duties as assigned.

LEVEL I: Code: 4080 Salary: \$35,000 - \$48,000

Knowledge, Skills and Abilities required at this level include knowledge of generally accepted 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 one year of professional or technical administrative experience in business; or an equivalent combination of education and experience, substituting one year of qualifying 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.

Prefer at least 3 years of 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.

Prefer experience with Microsoft office products, Excel, Access, 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.

SPECIAL REQUIREMENT:

Some positions will require that applicants be willing and able to perform all job-related travel.

EEOC: Professional Salary: \$35,000 - \$48,000 Adopted September 28, 2007 Job Code: 4080