



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

POSITION ANNOUNCEMENT

Posting Date: December 20, 2007

Cover letters and résumés will be accepted until Wednesday, January 9, 2008 by the Personnel Manager, 4545 N. Lincoln, Suite 106, Oklahoma City, Oklahoma 73105-3413.

Treasury Services Coordinator

Tentative Examination Weights: Education and Experience

Monthly Salary Range: \$2,382.50 - \$3,970.84

Annual Salary Range: \$28,590 - \$47,650

Duties and Responsibilities: Under the supervision of the Treasury Services Manager, this position is responsible for the daily balancing and monitoring procedures performed to reasonably ensure the accurate and timely processing of high volume incoming and outgoing EFT/ACH and incoming payment card transactions, in compliance with NACHA and payment card industry rules and regulations. Daily procedures include reconciling incoming and outgoing files to ensure proper settlement, processing daily ACH and payment card returns, administration of the error resolution process as related to ACH and credit card issues, and documenting, implementing and maintaining compliance with credit card industry standards and ACH policies and procedures. This position is also responsible for maintaining departmental spreadsheets of data for various reporting purposes.

Minimum Requirements: bachelor's degree in accounting or a bachelor's degree in business, finance or a closely related field or an equivalent combination of education and experience or in training, or an equivalent combination of education and experience.

**The Office of the State Treasurer is an Equal Opportunity Employer.
www.ok.gov/treasurer**

TREASURY SERVICES COORDINATOR

BASIC PURPOSE:

The Treasury Services Section of the Banking Services Division in the Office of the State Treasurer (OST) is responsible for enrolling, educating and assisting state agency personnel with various cash management services offered by OST, including EFT/ACH and Merchant Credit Card services. Under the supervision of the Treasury Services Manager, this position is responsible for the daily balancing and monitoring procedures performed to reasonably ensure the accurate and timely processing of high volume incoming and outgoing EFT/ACH and incoming payment card transactions, in compliance with NACHA and payment card industry rules and regulations. Daily procedures include reconciling incoming and outgoing files to ensure proper settlement, processing daily ACH and payment card returns, administration of the error resolution process as related to ACH and credit card issues, and documenting, implementing and maintaining compliance with credit card industry standards and ACH policies and procedures. This position is also responsible for maintaining departmental spreadsheets of data for various reporting purposes.

As OST makes new services available to State agencies, job responsibilities of this position will also include conducting training in a variety of settings, facilitating a variety of meetings or seminars, and preparing materials used in training. The Treasury Services Coordinator is also responsible for coordinating access for State agency personnel to online applications hosted by OST and accurately maintaining data regarding this activity. The Treasury Services Coordinator must maintain a current knowledge of all products and services offered by OST. Special projects will be assigned on an as needed basis.

EXAMPLES OF WORK PERFORMED:

- Ensure timely and accurate response to or resolution of routine questions or issues associated with EFT/ACH transactions, payment card services and Online User Access.
- Ensure that state agencies receive superior services.
- Facilitate timely and accurate enrollment for state agencies in various payment card services (Visa, MasterCard, American Express, and Discover).
- Monitor and reconcile incoming and outgoing funds received or transmitted via Electronic Fund Transfer (EFT). Process participant debits and payments via EFT and in accordance with NACHA Guidelines.
- Provide ACH exception reporting notification to interdepartmental units. Provide project and/or process improvement support to the Treasury Services Manager. Provide internal support and problem resolution for the EFT/ACH and payment card functions including ACH Origination, research, adjustments, etc.

- Determine employee and agency training and professional development needs through surveys, interviews, or other sources; reviews and analyzes special requests for training courses and professional development.
- Counsel employees and supervisors of various state agencies concerning training problems and provides information about educational opportunities and eligibility requirements.
- Collect and prepare information and materials to be used in conducting and/or facilitating training, meetings or seminars, including lesson plans, training guides, participant manuals, videos, slides and other materials.
- Participate in cross training with other Banking Services Division personnel.
- Provide timely and accurate notification of unresolved issues or daily processing problems to Treasury Services Manager.

Code: 4936

Salary: \$28,590 - \$47,650

Knowledge, Skills and Abilities required include proficiency in maintaining routine accounting data in appropriate ledgers, journals, spreadsheets and databases. 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; as well as the ability to effectively multi-task. Knowledge of generally accepted accounting principles and practices; financial statements and reports; accounting ledgers, journals spreadsheets and databases; and of computer technology related to accounting systems.

Education and Experience requirements at this level consist of a bachelor's degree in accounting or a bachelor's degree in business, finance or a closely related field or an equivalent combination of education and experience or in training, or an equivalent combination of education and experience.

The statements contained in this document are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to constitute a comprehensive list of functions and duties. Others besides those listed here may be essential. Management retains the discretion to add or to change the duties of the position at any time.

EEOC: Professional

Salary: \$28,590 - \$47,650

Adopted: 12/19/07

Job Code: 4936