



Where is the OST Located?

The Office of the State Treasurer (OST) is located in Olympia, Washington, on Interstate 5 between Seattle, Washington and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational, and cultural opportunities. Natural features include Puget Sound, the Olympic National Park, Mt. Rainier, Mount St. Helens and the Pacific Ocean beaches.

OST Profile:

The Office of the State Treasurer (OST) has wide ranging responsibility for management of the state's financial resources. OST provides banking, investment, debt issuance, and accounting services for state government and plays a major role in providing financial services to local government. The agency has a staff of approximately 65 employees.

We are committed to promoting and maintaining public trust and confidence through consistent application of responsible financial practices, providing quality customer service, and continually striving to improve agency efficiency and productivity through the application of innovative ideas

POSITION: Electronic Transaction Specialist
(Program Specialist 3)

SALARY: Range 52 -- \$42,588 to \$57,240 DOQ

LOCATION: Olympia, Washington

OPENS: March 13,2015

CLOSES: Application packets must be received by 5:00 pm on April 30, 2015 to be considered.

Application packets will be reviewed as they are received. Candidates are encouraged to apply early as the OST reserves the right to make an appointment anytime during the recruitment.

The Office of the State Treasurer is looking for a candidate to serve as the Program Specialist within the ACH and Deposit Services Unit. The most successful candidates will have ACH operations experience, exceptional customer service skills, acute attention to detail, strong verbal and written communications, as well as a desire and proficiency to develop and make presentations.

Scope of Responsibility

This position assists the ACH & Deposits Manager with the administration of the state's ACH program with assigned responsibilities for facilitating the collection of State Funds through the Automated Clearing House (ACH), Remote Deposit Capture (RDC) and Image Cash Letter (ICL).

Incumbent is expected to work independently under minimal supervision, exercise independent judgment and to make sound decisions within their scope of responsibility.

Work Activities

Typical duties include, but are not limited to:

- Assists with administering the ACH program. Works with state agencies, and any contracted third-parties that generate ACH transactions on behalf of state agencies, to implement, maintain and/or update their ACH program. Ensures their program adheres to OST policy and procedures, Federal and State Banking laws, and the ACH rules and regulations.

and cost-effective technology. Our supportive work environment promotes employee growth and encourages free flowing communication. For more information, please visit our website at: <http://tre.wa.gov>.

OST Offers...

- The state of Washington comprehensive benefits package that includes health, dental, life and long-term disability insurance
- Vacation leave
- Sick leave
- Shared leave
- Family – Medical Leave
- Military and Civil leave
- Eleven paid holidays per year
- A state retirement plan
- Deferred Compensation Program
- Deferred College Tuition Program (GET)

The OST is committed to the practice of equal employment opportunity and non-discrimination. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Stacy Pierson, OST Human Resource Office, at (360) 902-9009 or fax (360) 704-5132, or via email to Stacy.Pierson@tre.wa.gov

- Oversees the state’s electronic collection of check deposits through the use of Check 21-compliant electronic images. Serves as the technical expert on ICL and RDC. Provides guidance to State agencies in determining which product best meets their needs. Coordinates boarding, training, and technical support for the Check 21 program.
- Coordinates and facilitates the collection of state funds from multiple local deposit accounts to the State’s concentration account. Acts as liaison between state agencies and financial institutions for the expeditious receipt of revenues and resolution of discrepancies. Authorizes adjustments to bank accounts such as deposit corrections, exception processing, NSF fees, and other adjustments.
- Acts as Prepaid Card Administrator for agencies disbursing payments via prepaid card. Coordinates boarding, training, and technical support for the prepaid program.
- Develops and provides presentations on a variety of cash management related activities.
- Consults with agency representatives to facilitate electronic collections and disbursements.
- Performs back-up duties for other staff within the Cash Management Division.
- Manages projects and special assignments commensurate with the responsibilities associated with this position.
- Performs other duties as required.

Desirable Qualifications

A Bachelor’s degree or four years of professional experience in banking, treasury management , accounting, program or project coordination; AND minimum 3 years experience in ACH Operations.

Accredited ACH Professional (AAP) certification preferred.

To apply for this position go to the Office of the State Treasurer's website at <http://www.tre.wa.gov/aboutUs/careers/jobOpenings.shtml>

To be considered for this position, please submit:

- A letter of interest with a detailed description of experience which specifically addresses the Desirable Qualifications noted above. (no more than two pages).

Special Note:

Candidates who are invited to an interview will be asked to sign a waiver authorizing the Office of the State Treasurer to conduct background and reference checks including credit, education verification, criminal history, and employment references. Applicants who are determined to be finalists will be required to undergo a thorough background and reference check as part of the pre-employment selection process. This is not a commitment to employment. Finalists may also be scheduled for additional interviews.

- A chronological resume with employment dates included and a list of references.
- A completed OST application form with valid contact information for previous employers.

NOTE: Candidates who are scheduled for an interview will be requested to provide a list of references at the time of their interview.

Send materials to:

Submit materials by email (preferred), fax, or postal service to:

Office of the State Treasurer
Attention: Stacy Pierson
P.O. Box 40200
Olympia, WA 98504-0200

email: Stacy.Pierson@tre.wa.gov

or fax 360-704-5132

Application materials will be screened for the purposes of determining who will be selected for an interview.

Special Note

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If you have any questions regarding this recruitment, please contact Stacy Pierson at the email address above.