



**Manager III (Treasury Business Process Manager), Grade M3**  
**Department of Finance**  
**Rockville, Maryland**  
**\$77,453 - \$141,566**

The Department of Finance, Division of the Treasury, is looking for a candidate to fill the Treasury Business Process Manager (Manager III). This Division is responsible for providing coordination and oversight of treasury operations and customer services through the cashiering function. All money received by the County is processed, administered, and recorded in a timely fashion in the County's accounting system. This program handles property, transfer and recordation, and excise taxes; fines and fees; and offers specific employee services, such as the fare media pass.

This position oversees the billing and collection of all property taxes, supervising both the Billing Manager and the Collections Manager. This position also oversees the Cashiering and Accounting operations and is the manager for the supervisors in these areas. The position is the Treasury lead on all technical (IT) issues and must be equally conversant on both the business (functional) and technical (IT) sides of the many software systems that are used only in Treasury. The position also develops all business operation policies related to these areas and oversees the implementation of them. The position also acts as a business advisor for other Treasury sections, as well as other parts of Finance and other Departments. Finally, the position manages the external printing contract, which is responsible for printing property tax bills (funding almost half of the County budget).

As a manager/supervisor of unionized employees, this position has a responsibility for fostering a positive labor relations environment based on mutual trust, respect, and cooperation.

A criminal background and credit history check will be conducted on the selected candidate prior to appointment and will be a significant factor in the hiring decision.

**COMPETITIVE BENEFITS**

**Montgomery County Government offers a wide variety of competitive benefit programs/plans to eligible employees, such as:**

- Health Insurance (medical, dental, vision, prescription drug coverage)
- Group Term Insurance
- Optional Life Insurance
- Long Term Disability
- Flexible Spending Account (healthcare, childcare, commuter choice transit)
- Employee Wellness Program
- Employee Assistance Program
- Paid Leave (such as Personal Leave Days, paid holidays, sick leave, etc.)
- Bi-weekly Pay
- Credit Union
- Tuition Assistance/Professional Development
- Retirement Plans
- Work Life Balance
- Free Parking
- Free County Ride-on Bus Pass

Montgomery County Government is an equal opportunity employer, committed to workforce diversity. Accordingly, as it relates to employment opportunities, the County will provide reasonable accommodations to applicants with disabilities, in accordance with the law. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the Office of Human Resources via email to [special.accommodations@montgomerycountymd.gov](mailto:special.accommodations@montgomerycountymd.gov). Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws.

Montgomery County Government also provides hiring preference to certain categories of veterans and veterans/persons with a disability. For more information and to claim employment preference, please refer to the Careers webpage on Hiring Preference.

All applicants will respond to a series of questions related to their education, relevant experience, knowledge, skills and abilities required to minimally perform the job. The applicant's responses in conjunction with his/her resume and all other information provided in the employment application process will be evaluated to determine the minimum qualification and preferred criteria status. Based on the results, the highest qualified applicants will be placed on an Eligible List and may be considered for an interview. Employees meeting minimum qualifications who are the same grade will be placed on Eligible List as a "Lateral Transfer" candidate and may be considered for interview.

If selected for consideration for this position, you may be required to provide evidence that you possess the knowledge, skills, and abilities indicated on your resume.

**Minimum Qualifications**

**Experience:** Five (5) years of professional experience overseeing both the functional and technical aspects of the administration of taxes especially property taxes.

**Education:** Graduation from an accredited college or university with a Bachelor's Degree

**Equivalency:** An equivalent combination of education and experience may be substituted.

**All resume submissions must address the preferred criteria for the position which are located in the full advertisement.**

Montgomery County Government offers competitive salaries and excellent benefits.

To view the complete job announcement and to apply, please visit our website at <https://www.montgomerycountymd.gov/HR/Recruitment/MCGCareers.html> click on the "Search Jobs" tab, and then on the Job Search link <https://tinyurl.com/MCGJobSearch> .

Read the full job description under the "General Professional" Job Category. Interested candidates must create an online account in order to apply.

The requisition number is **IRC35383**  
This Recruitment Closes January 14, 2019

All resume submissions must address the preferred criteria for the position, which are listed in the full advertisement, preferably in a separate section of the resume.

Applicants are strongly encouraged to review the Resume Preparation Tips listed under the "How to Apply" tab on the Office of Human Resource's MCG Careers webpage.