



**Program Manager II (Cashiering Section Manager)
Montgomery County Government
Department of Finance
Rockville, MD**

Salary Range: \$68,840 - \$113,091

The Department of Finance is responsible for the financial administration of the County government, including accounting and payroll, debt and cash management, tax billing and revenue collection, economic and revenue forecasting, and risk management.

This Cashiering Section Manager (Program Manager II) position is responsible for the complete, accurate, and timely processing of the Treasury's Cashiering functions. The position manages the performance of the Cashiers and all procedures relating to the various types of Cashiering transactions/functions, including Property Tax payments, Fare Media for Smart Trip cards, Red Light Citation payments, Speed Camera payments, Tax Sale, Sheriff's Office, County Attorney, Payroll Department, Permitting Services, False Alarm, and Maryland DOT. This position uses knowledge of a wide range of program management and subject matter, functions, regulations, and procedures in planning, organizing, and directing the Cashiering section and oversight of Cashiering activities. This position interacts daily with banking files and creates and maintains daily/monthly/yearly reporting and analyses related to all functions of Cashiering using MS Excel. This position independently plans and carries out all aspects of program development and implementation, advises higher level management of program status, and provides excellent customer service.

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.

This position requires the ability to attend meetings or perform work at locations outside the office.

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.

COMPETITIVE BENEFITS

Effective June 18, 2023, the salary range for this position is as follows: Program Manager II, Grade 25 – Salary: \$73,173 - \$117,424

MINIMUM QUALIFICATIONS

Education: Five (5) years of professional experience managing and supervising in a banking-related cashiering environment.

Education: Graduation from an accredited college or university with a bachelor's degree.

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

Preferred Criteria

All applicants will be reviewed by OHR for minimum qualifications. Applicants who meet minimum qualifications will be rated "Qualified," placed on the Eligible List, and may be considered for interview. Preference for interviews will be given to applicants with experience in the following:

- 1) Experience communicating effectively both orally and written, including experience dealing tactfully, effectively, and equitably with the public and with other partners in the organization and other organizations.
- 2) Experience working with mechanisms/databases to track Cashiering or Customer Service data.
- 3) Experience researching and troubleshooting issues related to the different types of payments received by the Cashiering section.
- 4) Experience creating/using Excel workbooks.
- 5) Experience effectively multi-tasking and obtaining results in planning, organizing, and prioritizing responsibilities, including the development of business practices and procedures for your work program.

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>

and click on the "Search for Jobs at MCG" tab.

Read the full job description under the "General Professional" Job Category.

The requisition number is IRC58226.

Interested candidates must create an online account in order to apply.

This Recruitment Closes May 25th, 2023

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 "Career Resources" tab on the Office of Human Resource's MCG Careers webpage.

EOE. M/F/H.