



OFFICE OF THE ILLINOIS STATE TREASURER MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Deputy Director of ePAY and Illinois Funds
Division: ePAY and Illinois Funds
Location: Springfield or Chicago, Illinois
Salary: Commensurate with experience

Overview: The Deputy Director of ePAY and Illinois Funds serves as second-in-command of the ePAY and Illinois Funds Division, responsible for planning, organizing and directing all aspects of the division including, but not limited to: operational activities, development and administration of policies and internal controls, special initiatives, and staff guidance. Attendance is an essential function of this position.

Duties and Responsibilities:

- Assists the Director of ePAY and Illinois Funds in administering the Illinois State Treasurer's ePAY product, the electronic payment service for state agency and local government participants, including strategic planning, risk assessment, compliance, reporting, marketing strategy, and development of policies and procedures.
- Assists the Director of ePAY and Illinois Funds in administering the Illinois State Treasurer's The Illinois Funds product, the local government investment pool for state agency and local government participants, including strategic planning, risk assessment, compliance, reporting, marketing strategy, and development of policies and procedures.
- Assists in the management, implementation and compliance of the Illinois Funds and ePAY payment processing services, custodial and transfer agency services agreements.
- Monitors legislation regarding proposed changes affecting Illinois Funds or the electronic payment industry.
- Interviews and trains employees; plans, assigns and directs work; appraises performance; and provides positive feedback and constructive criticism to employees.

Specific Skills:

- Knowledge of custodial procedures and the payment industry, merchant processing and card/ACH rules and regulations, data management and network technology.
- Excellent management, supervisory, negotiation skills, verbal and written communication skills.
- Ability to multi-task and work well with constituents and external parties.
- Proficient in Microsoft Excel, Access and Word.
- Ability to maintain satisfactory working relationships and communicate effectively with all levels of staff and the general public.

Education and Work Experience: Bachelor's Degree in Business, Banking or Finance or any other related field; five (5) or more years of experience in Business Management and one (1) or more years of payment services industry experience; OR any equivalent combination of experience, education and training that provides the required knowledge, skills and abilities to carry out the duties of the position. A Certified Payments Professional (CPP) or an equivalent certification is preferred, but not required.

Application Process: Send completed application including letter of interest and resume via email to

HR@illinoistreasurer.gov

http://www.illinoistreasurer.gov/Office_of_the_Treasurer/Employment_Opportunities

Equal Employment Opportunity Employer. Applicants must be lawfully authorized to work in the United States

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