

POSITION DUTY STATEMENT

STO 1000 (Rev 11/2025)

DIVISION OR BCA Centralized Treasury and Securities Management Division (CTSMD)					POSITION NUMBER (Agency-Unit-Class-Serial) 820-330-4223-008	Position ID 107
UNIT Item Processing					CLASSIFICATION TITLE Associate Treasury Program Officer	
TIME BASE / TENURE Full Time/Permanent	CBID R01	WWG 2	COI Yes ☐ No ☒	MCR 1	WORKING TITLE	
LOCATION Sacramento					INCUMBENT Vacant	EFFECTIVE DATE
STATE TREASURER'S OFFICE MISSION						
The State Treasurer's Office (STO) provides banking services for state government with goals to minimize banking costs and maximize yield on investments. The Treasurer is responsible for the custody of all monies and securities belonging to or held in trust by the state; investment of temporarily idle state and local government monies; administration of the sale of state bonds, their redemption and interest payments; and payment of warrants drawn by the State Controller and other state agencies.						
DIVISION OR BCA OVERVIEW						
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Centralized Treasury and Securities Management Division (CTSMD) oversees all banking aspects of the Centralized Treasury System (CTS). The goal of the CTSMD is to maximize the earning of interest consistent with safe and prudent treasury management, and to ensure that the depository banks provide the state with proper and adequate security for the deposit of state monies. The State Treasurer maintains demand bank accounts with eight banks for the purpose of providing necessary statewide depository coverage for the remittance of funds collected by the various state agencies. The CTSMD manages the cash flow of all state funds, forecasts cash balances, revenue, expenditures and the amounts available for daily investments, ensures accurate and timely agency deposits, administers and executes the wire transfer of funds, reconciles state accounts with depository banks and redeems all state items submitted by presenting banks for payments. The Division is also responsible for executing the clearance and income collection for State investments (excluding the California Public Employees' Retirement System and the State Teachers' Retirement System) and securities pledged to the State, for the safekeeping of securities and other personal property owned by or pledged to the State.						
GENERAL STATEMENT						
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Treasury Program Manager I, Item Processing Section, the individual is responsible for highly technical duties related to reconciliation, adjustments, review, and verification of payments for presenting banks.						
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.					
50%	Independently responsible for reconciliation of bank settlement reports including generating spreadsheet reports for encoding errors items, duplicate items and other various previous payment adjustments. Responsible for creating, reviewing and verifying bank daily requisition papers. Independently detects errors, analyzes situations, makes decisions and solves problems. Responsible for producing cash flow reports to upper management in the Division. Responsible for distributing daily and monthly summary analysis reports. Responsible for creation and maintenance of financial records within the unit. Acts as liaison with state agencies and banks. Must be responsive and meet critical daily timelines.					
30%	Processes adjustments to agency's Office Revolving Fund (ORF) checks and State Controller's warrants that are altered, duplicated, or charged for the incorrect amount. Process Affidavit of Forgery for ORF checks. Respond to bank queries of adjustments and chargebacks. Research errors and notify the State Controller's Office of adjustments.					
10%	Provides technical assistance to staff of the Operations Unit, state agencies, banks and the public. Help Operational staff with more technical issues with chargeback and pay/no pay decisions. Provide training for staff.					
5%	Assists in performing batch balancing and verifying functions for Item Processing Section daily work.					
5%	Performs other job-related duties as needed.					
SPECIAL REQUIREMENTS						

N/A		
To be reviewed and signed by the supervisor and employee:		
EMPLOYEE'S STATEMENT: ● <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT: ● <i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> ● <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE