

# COMMONWEALTH OF PENNSYLVANIA TREASURY DEPARTMENT

## UNION POSITION VACANCY

THIS NOTICE IS TO ANNOUNCE THAT A  
VACANCY EXISTS AS DETAILED BELOW

- (1) **Class Title:** Auditor I
- (2) **Class Code:** T6650
- (3) **Office:** Bureau of Unclaimed Property – Pittsburgh Office
- (4) **Pay Range:** 5
- (5)\***Last Day to apply for posted positions:** 12/5/17
- (6) **Work Hours:** 8:30am – 5:00pm
- (7) **Work Location:** 1501 Reedsdale Street, Pittsburgh, PA 15233

Patrick C. Tighe/pbf  
Director of Human Resources

11/28/17  
Date

TREASURY EMPLOYEES SHOULD USE THE ATTACHED BID FORM TO APPLY, WHICH CAN BE EMAILED TO [PBLANCH-FRIEDRICH@PATREASURY.GOV](mailto:PBLANCH-FRIEDRICH@PATREASURY.GOV). NO LATER THAN THE CLOSE OF BUSINESS ON THE LAST DAY OF ACCEPTANCE.

ANYONE (other than Treasury employees) INTERESTED IN THIS POSITION USE ATTACHED APPLICATION OR GOTO <http://www.patreasury.gov/careers/> TO FILL OUT AN APPLICATION. PLEASE SUBMIT TO [PBLANCH-FRIEDRICH@PATREASURY.GOV](mailto:PBLANCH-FRIEDRICH@PATREASURY.GOV) NO LATER THAN THE CLOSE OF BUSINESS ON THE LAST DAY OF ACCEPTANCE.

# Auditor I

## **DEFINITION:**

This is auditing work that may entail the examination of the books and financial records and/or the determination of compliance with applicable laws, rules and regulations of either government agencies or certain other entities, which receive state funds.

The employee in this position may work alone or as a member of an audit team. Work methods are governed in detail by standard procedures, although once procedures are learned, irregularities or public contact problems may be decided independently. Decisions involving significant deviations from established policy or procedure are generally referred to a superior and reports and work papers are subject to review by a higher-level auditor.

## **EXAMPLES OF WORK PERFORMED:**

An employee in this position audits the accounting practices of businesses or governmental agencies to determine compliance with prescribed standards or laws and to determine the accurate recording/reporting of the financial transactions relevant to that entity.

Participates in the analysis and review of accounting data to determine its reasonableness and reliability.

Participates in the observation of activities, transactions, and office procedures within a specific organization to determine methods of control.

Participates in the inspection of physical assets, securities, inventories, documents and other evidence, which may support accounting records.

Contacts appropriate agencies to confirm the accuracy of financial data presented by the auditee.

Participates in the questioning of appropriate officials within the agency and/or particular users of an agency's services.

Participates in the computation of appropriate financial data to determine the accuracy of available financial statements.

Participates in the analysis of all relevant information to determine compliance with appropriate standards, regulations and laws.

Prepares reports of results of audit work for review by a higher level auditor.

Performs related work as required.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:**

Knowledge of accounting and auditing principles and methods and their application to private or governmental accounting systems.

Ability to secure and determine facts through investigations.

Ability to learn the state laws and regulations relating to auditing work assigned.

Ability to present clear and concise reports, both orally and in writing.

Ability to establish and maintain effective working relationships with auditees, associates and superiors.

Some knowledge of office procedures and standard office machines and equipment.

**MINIMUM EXPERIENCE AND TRAINING:**

A degree from an accredited college or university with at least 12 credits in accounting/auditing and three credits in computer science/data processing.

or

Two years of experience in bookkeeping, accounting, or account auditing work supplemented by at least 12 credits in accounting/auditing and three credits in computer science/data processing.

or

Any equivalent combination of experience and training.