



## COMMONWEALTH OF PENNSYLVANIA

### TREASURY DEPARTMENT

Job Posting – Financial Analyst I

**Class Title:** Financial Analyst I  
**Class Code:** T6622  
**Office:** Bureau of Fiscal Review  
**Pay Range:** 06: Starting Salary \$46,083  
**Apply By Date:** 11/05/2021  
**Work Hours:** 8:00AM – 4:30PM  
**Work Location:** Finance Building, Harrisburg, PA 17120

### **THE POSITION**

This is professional financial work in the review and analysis of fiscal documents and transactions. An employee in this class works independently and analyzes difficult payment transactions and prepares documentation, summary statements and reports to ensure correctness and legality of all disbursements of state funds. Supervision may be exercised over a small technical staff which involves reviewing transactions approved by staff and running reports to monitor the subordinate staff's transactional workflow, identifying reasons for invalid fiscal data or invoice rejections, and resolving problems raised by the staff. Work is performed within established policies and procedures and is subject to review by Section or Bureau management.

### **DESCRIPTION OF WORK**

- The specific duties include the performance of detailed financial analysis of payment requisitions within the established position threshold.
- Interprets rules, regulations, policies and procedures related to invoice processing for staff or agency employees.
- Analyzes difficult invoice issues to ensure compliance with rules and regulations and determines appropriate resolution steps.
- Contacts Comptroller Operations to resolve invoice issues to ensure the legality and correctness of invoices submitted for payment.
- This position also reviews the audit performed by the Fiscal Examiners to assure compliance with the Audit Program and Fiscal Review policies and procedures.
- Ensures the implementation of new or revised operating procedures and policies and recommends improvements to existing operations.
- Performs a full range of supervisory duties. Employees in this job may participate in the performance of the subordinates' work consistent with operational or organizational requirements.
- Completes various special projects as assigned, including Quality Control checks on various audit efforts within the Bureau of Fiscal Review.

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- Analyzes accounting records and reports and prepares management reports in established formats.
- Participates in on-the-job training to develop the knowledge and skills needed to perform in-depth reviews of difficult expenditures, large groupings of expenditure transactions, program specific expenditures, specialized audit procedures, and supervisory responsibilities.
- Performs related work as required.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the state and federal laws, rules, and regulations impacting the review of financial documents.
- Knowledge of basic accounting principles.
- Knowledge of generally-accepted auditing standards and procedures.
- Knowledge of the principles and practices of office management.
- Advanced computer skills, including experience with Microsoft Office such as Excel, Outlook, and Word.
- Ability to perform, manipulate, and interpret mathematical calculations and expressions.
- Ability to prepare, review, and interpret various reports, transactions, policies, and documents.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively orally and in writing.
- Ability to apply and adapt established auditing methods to a variety of accounting transactions and situations.
- Ability to train and supervise a small non-professional staff.

### **MINIMUM EXPERIENCE AND TRAINING**

A bachelor's degree including or supplemented by fifteen credits in finance, business, accounting, or a closely related field; OR

One year as a Fiscal Examiner II and fifteen credits in finance, business, accounting, or a closely related field; OR

An equivalent combination of experience and training, which includes fifteen credits in finance, business, accounting, or a closely related field.

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