



COMMONWEALTH OF PENNSYLVANIA

TREASURY DEPARTMENT

Job Posting – Fiscal Assistant

Class Title: Fiscal Assistant
Class Code: T0710
Office: Board of Finance and Revenue – Liquid Fuels
Pay Range: 4 - \$36,245
Apply By Date: 02/14/22
Work Hours: 8:00AM – 4:30PM
Work Location: Harrisburg, PA - ROC

This position is headquartered in Harrisburg. You will have the opportunity to work from home (telework) up to 2 days a week. Management may discontinue the telework arrangement at any time, for any reason. In order to telework, you must have a securely configured high-speed internet connection. You will be required to report to the headquarters office in Harrisburg when needed. If you are unable to telework, you will report daily to the headquarters office in Harrisburg.

THE POSITION

This position is responsible for auditing and verifying correctness of claims filed with the Board of Finance and Revenue for refund of liquid fuels tax paid by farmers, volunteer fire companies, political subdivisions, and non-public schools, Pennsylvania state agencies, United States governmental agencies, and certain aviation claims.

This employee is supervised by an administrative officer and works in conjunction with a fiscal technician.

DESCRIPTION OF WORK

- Opens and date stamps mail.
- Inserts refund claims in file envelopes.
- Date stamps and records account code on file envelopes.
- File claims in order by date received, county, and account code.
- Verifies from receipts and/or statements that tax was paid and fuel was purchased in Pennsylvania during the filing period.
- Calculates and verifies total refund amount from receipts and/or statements.
- Requests additional information from claimant by telephone or letter when a discrepancy is noted in the refund amount.
- Revises refund amount when necessary from the information submitted and sends an explanatory note with the refund check, if discrepancy exceeds a threshold amount.
- Enters claim information into the liquid fuels database, including changes in claimant information, additions, and deletions from the claimant list.

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- Prepares mailings of claim forms and/or refund checks.
- Attends outreach to increase awareness of the program.
- Answer telephone calls.
- Enters refund claims into liquid fuels database.
- Reviews refund request using designated parameters.
- Determines if the fuel was purchased within allowable radius through the use of electronic programs.
- Verifies refund amounts requested by adding individual receipts or invoices; and calls the claimant for clarification or additional support.
- Scan physical claim forms and generate correspondence.
- Researches miscellaneous correspondence to determine whether it is a proper and correct refund claim.
- Performs other related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of auditing practices.
- Proficiency in arithmetical calculations using an adding machine, both quickly and accurately.
- Ability to organize and keep track of large amounts of documentation.
- Knowledge of modern office practices and equipment.
- Ability to prepare routine reports.
- Ability to communicate effectively with coworkers, other agencies, claimants and their representatives.
- Ability to recognize and differentiate between the various claim types and to organize accordingly.

MINIMUM EXPERIENCE AND TRAINING

One year of experience performing auditing work; or

An associate degree in accounting or business; or

Any equivalent combination of experience and training.

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