



COMMONWEALTH OF PENNSYLVANIA

TREASURY DEPARTMENT

Job Posting – Fiscal Examiner I

Class Title: Fiscal Examiner I
Class Code: T0715
Office: Bureau of Fiscal Review
Pay Range: 04: Starting Salary \$35,364
Apply By Date: 03/01/2021
Work Hours: 8:00AM – 4:30PM
Work Location: Finance Building, Harrisburg, PA 17120

THE POSITION

The function of this position is to audit Commonwealth expenditure requests for over 70 agencies using established procedures to verify legality and correctness, to process within established time frames, and to ensure critical pay dates are met for those expenditures.

DESCRIPTION OF WORK

- Audits expenditure transactions in accordance with bureau policy and procedures.
- Utilizes PeopleSoft Workbench to receive expenditures for processing.
- Follows and completes an audit checklist to determine legality and correctness, making notes of pertinent or significant information.
- Analyzes multiple forms of supporting documentation that are in electronic format within various computer systems to determine if the payment is legal and correct.
- Corresponds with auditee resource account when additional information is required to complete the audit. If not satisfied that the expenditure is proper, takes work performed and questions to the Special Auditor/Supervisor.
- Approves or rejects expenditure transactions.
- Maintains files/records of working papers and procedures. Completes error resolution information in PeopleSoft.
- Performs related work as required.

ESSENTIAL FUNCTIONS, SKILLS AND ABILITIES:

- Audit expenditures in accordance with bureau policies and procedures.
- Access, input, and retrieve information via a desktop computer.
- Understand and follow oral and written instructions.
- Create audit reference files and notes.
- Prioritize tasks effectively to meet pay dates.
- Interpret rules and regulations related to processing of invoices and journal entries.
- Analyze various types of documentation.

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- Perform detailed work with written and numerical data.
- Make arithmetical calculations rapidly and accurately.
- Communicate effectively orally and in writing.
- Use and care of modern office equipment (i.e. PC, multi-function device, telephone, etc.).
- Attend Training.
- Work with others in a cooperative and positive manner.
- Report to work on a regular and consistent basis consistent with Treasury's policies.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Possess considerable knowledge of bookkeeping principles, practices, modern office practices, computer equipment and office applications.
- Ability to perform detailed work with written and numerical data and to make arithmetical calculations rapidly and accurately.
- Prepare routine and procedural financial summaries.
- Effectively communicate with peers and intra agency employees both verbally and in written correspondence.
- Plan and review work.
- Apply established methods to financial transactions.
- Investigate support documentation, contractual liability and formulate appropriate questions for further support from payment request submission areas.

MINIMUM EXPERIENCE AND TRAINING

- Two years' experience performing bookkeeping or clerical accounting work.
- An Associate Degree in Accounting or Business Administration including, or supplemented by, six credits of Accounting.
- Any equivalent combination of experience and training.

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