The Pennsylvania Treasury Department is looking for a dedicated individual who is interested in a rewarding career in government service, where you serve others and the greater public good every day. As a Fiscal Examiner I, you will be responsible for pre-auditing payment requests submitted to Treasury by Commonwealth Agencies, Departments, Boards, and Commissions. You will primarily be responsible for pre-auditing critical payment requests related to central services, health, and safety. These payments are time sensitive, as they directly impact the well-being of our citizens and those visiting the Commonwealth.

**TREASURY DEPARTMENT OVERVIEW**

The Pennsylvania Treasury Department is an independently elected office of state government led by the State Treasurer who serves as the department’s chief executive and as one of the largest state treasuries in the United States, it employs over 300 people and serves as custodian of more than $150 Billion. As Pennsylvania’s bank, Treasury plays a critical role in state government operations and acts as the custodian, investor, and disburser of the funds of nearly all state agencies. Treasury also offers a wide range of programs and services to Pennsylvania families, such as helping to make college possible with the PA 529 College and Career Savings Programs; returning abandoned and unclaimed property to its rightful owner or heir; offering individuals a tax-free way to save for disability-related expenses with the PA ABLE Savings Program and providing a head start to education savings with the Keystone Scholars Program.

**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.
- 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.

The Pennsylvania Treasury Department is proud to be an Equal Opportunity Employer and is committed to strengthening diversity & inclusion within our agency.
WORK SCHEDULE AND ADDITIONAL INFORMATION

Full-time employment: 37.5 hours
Work hours: 7:30AM-4:00PM
Starting Salary: $36,245

Location: This position is headquartered in Harrisburg. This position is eligible for full time telework. 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 to the headquarters office in Harrisburg. The location where you perform your telework must be located within the Commonwealth of Pennsylvania.

In addition to the base salary, Treasury offers an attractive benefits package. Benefits include multiple medical plan options; supplemental benefits including prescription, dental and vision insurance plans; retirement plan; optional deferred compensation plan; group life insurance; voluntary insurance programs; and paid leave benefits including vacation, sick and parental.

A perpetual institution, Treasury is proud to engender and facilitate an environment that fosters the personal development, intellectual enrichment, and professional advancement of its employees. Treasury is also committed to creating a diverse and inclusive environment and is an equal opportunity employer. All qualified applicants will receive due consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

CONTACT INFORMATION

For immediate consideration, please submit a resume by July 15, 2022, to: Pennsylvania Treasury Department at hr@patreasury.gov. Questions may be directed to Human Resources at 717-787-5979.

For more information about Treasury, visit www.patreasury.gov.