

COMMONWEALTH OF PENNSYLVANIA
TREASURY DEPARTMENT

UNION POSITION VACANCY
Internal Position - TREASURY EMPLOYEES ONLY

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

(1) Class Title: Fiscal Technician I

(2) Class Code: T0720

(3) Office: Comptroller's Office

(4) Pay Range: 5

(5)*Last Day to apply for posted positions: 01/23/19

(6) Work Hours: TBD

(7) Work Location: Finance Building, Harrisburg, PA 17120

Patrick C. Tighe/veg
Director of Human Resources

01/14/19
Date

TREASURY EMPLOYEES SHOULD USE THE ATTACHED BID FORM TO APPLY, WHICH CAN BE EMAILED TO CGARBER@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 <https://www.patreasury.gov/employment/> TO FILL OUT AN APPLICATION. PLEASE SUBMIT TO CGARBER@PATREASURY.GOV NO LATER THAN THE CLOSE OF BUSINESS ON THE LAST DAY OF ACCEPTANCE.

FISCAL TECHNICIAN I

DEFINITION: This is advanced clerical-accounting work involving the application of bookkeeping principles and practices.

An employee in this class performs advanced bookkeeping duties in recording, reviewing, processing, and controlling financial records and documents. Work involves examination of a variety of financial records and documents for propriety, quality, and conformance to established accounting procedures and maintenance of difficult bookkeeping systems. Work frequently involves responsibility for the establishment and review of internal processing procedures. Work is performed independently within a framework of prescribed accounting procedures and regulations. Fiscal and accounting problems and irregularities are referred to a professional fiscal officer or accountant who reviews work periodically and upon completion for overall standards of performance.

EXAMPLES OF WORK PERFORMED: Reviews, posts, and processes a variety of financial, payroll or audit documents.

Posts data to general ledger accounts from subsidiary reports and papers; takes trial balance and prepares financial reports.

Analyzes forms, correspondence, audit and investigation reports, and other fiscal records to determine completeness, accuracy of information, and compliance with rules and regulations.

Maintains a payroll including posting changes, auditing for completeness, reviewing input and output from the payroll system, and preparing payroll reports.

Maintains expenditure and budgetary control accounts and prepares reports relating to account and fiscal status.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Thorough knowledge of bookkeeping principles and practices.

Knowledge of modern office practices and equipment.

Some knowledge of accounting principles and methods.

Ability to perform detailed work involving written or numerical data, and to make arithmetical calculations rapidly and accurately.

Ability to prepare financial reports and statements.

Ability to apply and adapt established methods to financial transactions.

MINIMUM EXPERIENCE AND TRAINING: One year as a Fiscal Assistant or three years of work involving the maintenance of fiscal or financial records, including one year of responsible work which involves the application of accounting or fiscal principles and practices; and graduation from high school; or one year of experience in maintaining and reviewing fiscal records and an Associate degree in accounting or business administration; or any equivalent combination of experience and training.