



## COMMONWEALTH OF PENNSYLVANIA

### TREASURY DEPARTMENT

Job Posting – Fiscal Technician I

**Class Title:** Fiscal Technician I  
**Class Code:** T0720  
**Office:** Comptroller  
**Pay Range:** 5 – Starting Salary: \$40,900  
**Apply By Date:** March 14, 2022  
**Work Hours:** 7:30AM – 4:00PM  
**Work Location:** Harrisburg PA – Finance Building

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 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.

### **DESCRIPTION OF WORK**

- 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.

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

### **REQUIRED KNOWLEDGE, 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.

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