



COMMONWEALTH OF PENNSYLVANIA

TREASURY DEPARTMENT

Job Posting – Fiscal Technician I

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. The Fiscal Technician will be responsible for processing Account Payable invoices for Treasury vendors. This position will also assist with Treasury Comptroller Operations procurement coordination.

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 disbursing officer 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

- Reviews, posts, and processes a variety of Account Payable transactions.
- Assists with Treasury Comptroller Operations procurement operations.
- Perform a variety of reconciliations between recordkeeping platforms when necessary.
- Maintains an efficient and organized workflow for Treasury Comptroller accounts payable documents.
- Assists with the pre-auditing of Treasury Program voucher transmittals.

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.
- Ability to establish and maintain effective working relationships.

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

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.

WORK SCHEDULE AND ADDITIONAL INFORMATION

Full-time employment: 37.5 hours

Work hours: 8:00AM-4:30PM

Starting Salary: \$41,917

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 January 26, 2023, 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.

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