

COMMONWEALTH OF PENNSYLVANIA  
TREASURY DEPARTMENT  
POSITION VACANCY

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

- (1) Class Title: Accountant I
- (2) Class Code: T3020
- (3) Office: Comptroller's Office
- (4) Pay Range: 6
- (5) Last Day to apply for posted positions: 2/6/18
- (6) Work Hours: TBD
- (7) Work Location: Finance Building, Harrisburg, PA 17120

Patrick C. Tighe/pbf

Director of Human Resources

1/30/18

Date

This notice is to announce a vacancy exists as detailed in the attachments. TREASURY EMPLOYEES SHOULD USE THE ATTACHED BID FORM TO APPLY, WHICH CAN BE EMAILED TO [PBLANCH-FRIEDRICH@PATREASURY.GOV](mailto:PBLANCH-FRIEDRICH@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 <http://www.patresury.gov> TO FILL OUT AN APPLICATION. PLEASE SUBMIT TO [PBLANCH-FRIEDRICH@PATREASURY.GOV](mailto:PBLANCH-FRIEDRICH@PATREASURY.GOV) NO LATER THAN THE CLOSE OF BUSINESS ON THE LAST DAY OF ACCEPTANCE.

## **ACCOUNTANT 1**

**DEFINITION:** This is professional accounting work in the classification, analysis, and reporting of financial data.

An employee in this class analyzes financial transactions and prepares documented financial statements and reports to control and account for state funds and to analyze and project financial data. Work involves applying prescribed professional accounting principles and techniques to the treatment of transactions and other accounting operations. Employees perform a wide variety of professional accounting work, but some assignments require an emphasis upon a specific accounting specialty. Supervision may be exercised over a small technical or clerical staff. Work is performed within established policies and procedures. Supervision is received from a professional superior who provides advice and occasionally checks work in progress or upon completion for adherence to standards and procedures.

### **EXAMPLES OF WORK:**

Individual will be responsible for the daily reconciliation Treasury's checking accounts.

Prepare and coordinate the errors and adjustments within PeopleSoft and at the financial institutions.

Reconciliation of revenue recorded with Treasury to the various bank accounts maintained by Treasury

Communication with agencies to prepare and monitor adjusting accounting entries.

Communication with banks to coordinated corrections and adjustments to accounts.

Supervises the posting of accounting data to general ledger accounts from accounting records and documents

Prepares adjustment transactions to correct or close accounts maintained.

Analyzes accounting records and reports and prepares management reports in established formats based on these sources.

Performs related work.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of generally-accepted accounting principles and procedures.

Knowledge of banking regulations and practices.

Knowledge of the principles and practices of cost accounting.

Knowledge of the principles and practices of office management.

Ability to assemble, analyze, and prepare reports and statements of financial data.

Ability to analyze and interpret accounting records.

Ability to apply and adapt established accounting methods to a variety of accounting transactions and situations.

Ability to train and supervise a small non-professional staff.

Ability to establish and maintain effective working relationships.

**MINIMUM EXPERIENCE AND TRAINING:**

A Bachelor's Degree including or supplemented by fifteen credits in accounting.  
or

One year as a Financial Programs Trainee;  
or

Five years of Bookkeeping experience and fifteen college credits  
in accounting;

or  
Successful completion of the Commonwealth's Accounting Intern Program.