

COMMONWEALTH OF PENNSYLVANIA TREASURY DEPARTMENT

UNION POSITION VACANCY

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

- (1) **Class Title:** Fiscal Examiner I (2 positions)
- (2) **Class Code:** T0715
- (3) **Office:** Fiscal Review
- (4) **Pay Range:** 4
- (5) ***Last Day to apply for posted position:** 6/20/18
- (6) **Work Hours:** 8:00am – 4:30pm
- (7) **Work Location:** Finance Building, Harrisburg, PA 17120

Patrick C. Tighe/pbf
Director of Human Resources

6/13/18
Date

TREASURY EMPLOYEES SHOULD USE THE ATTACHED BID FORM TO APPLY, WHICH CAN BE EMAILED TO 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/employment/> TO FILL OUT AN APPLICATION. PLEASE SUBMIT TO PBLANCH-FRIEDRICH@PATREASURY.GOV NO LATER THAN THE CLOSE OF BUSINESS ON THE LAST DAY OF ACCEPTANCE.

FISCAL EXAMINER I

DEFINITION: This is responsible clerical-accounting transactional verification work involving the application of bookkeeping and basic auditing principles and practices of procurement and liability verification within the Bureau of Fiscal Review.

An employee in this class performs standard auditing duties in recording, reviewing, and processing financial liability records and documents. Work involves maintaining commitment and liability records including posting and proving; classifying accounting documents prior to posting; or preparing prescribed financial reconcilements and reports. Work may also involve keying, the use of standard office computer equipment, and the performance of related clerical tasks. Work methods are governed in detail by established auditing procedures and account classifications and determinations. Difficult technical problems and irregularities are referred to a supervisor who observes work in progress and periodically review and approves records.

EXAMPLES OF WORK PERFORMED: Initializes documentation reviews to determine the validity of liabilities and the value and timing of payments to vendors and suppliers; makes fundamental reviews of contracts to determine the veracity of liability; makes routine contacts with initiating source agencies for necessary explanations and adjustments to accounts; prepares daily summary and monthly accumulative reports; makes routine audit trail reports and notes for file records and procedural support.

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

Audits claims in disbursing offices and processes approved claims for payment verifying correctness and legality.

Analyzes forms; correspondence, contracts, commitments, audits and investigation reports, and records to determine completeness, accuracy of information, and compliance with rules and regulations.

Audits and maintains a payroll or a segment of a large payroll including posting changes, auditing for completeness, and reviewing input and output from the payroll system.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of bookkeeping principles and practices.

Knowledge of modern office practices and computer equipment and office applications

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

Ability to prepare routine and procedural financial summaries.

Ability to effectively communicate with peers and intra agency employees both verbally and in written correspondence.

Ability to plan, and review their own work in bookkeeping or clerical accounting operations.

Ability to apply established methods to financial transactions.

Inquisitive ability to investigate support documentation, contractual liability and formulate appropriate questions for further support, from payment request submission areas.

MINIMUM EXPERIENCE AND TRAINING

Three years of work involving the maintenance of fiscal or financial, procurement, or production records including one year of responsible work that involves the application of accounting, fiscal principles and practices; and graduation from high school; and experience with personal computer and Office software.

or

An Associate degree in accounting or business administration with at least six credits in accounting.