



COMMONWEALTH OF PENNSYLVANIA

TREASURY DEPARTMENT

Job Posting – Auditor I - Vault

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. As an Auditor I in Treasury's Unclaimed Property vault, you will have the opportunity to reunite Pennsylvanians with their tangible unclaimed property such as collectible coins, jewelry, military medals, stamps, antiques, savings bonds and more.

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

- In connection with tangible property reported to Treasury, and as part of the inventory process of such property, perform audit/reconciliation work to ensure that the property reported and inventoried is complete and accurate. Audit/reconciliation work includes verifying the owner's name(s), addresses, social security numbers, box number, date of last activity, and stored location of such safekeeping items.
- Contact entities as necessary to resolve any discrepancies with holder reporting information.
- Assist with various auditing needs of the tangible property division.
- Review unclaimed property claim payments to determine compliance with established bureau payment guidelines.
- Participate in the inspection of physical assets, securities, inventories, documents and other evidence, which may support accounting records.
- Verify property being returned to claimants and verify property sold at auction.
- Ensure operations are performed efficiently and effectively.
- Perform related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting and auditing principles and methods and their application to private or governmental accounting systems.
- Ability to secure and determine facts through investigations.
- Ability to learn the state laws and regulations relating to auditing work assigned.
- Ability to present clear and concise reports, both orally and in writing.
- Ability to establish and maintain effective working relationships with auditees, associates and superiors.
- Some knowledge of office procedures and standard office machines and equipment.

MINIMUM EXPERIENCE AND TRAINING

A degree from an accredited college or university with at least 12 credits in accounting/auditing and three credits in computer science/data processing; or

Two years of experience in bookkeeping, accounting, or account auditing work supplemented by at least 12 credits in accounting/auditing and three credits in computer science/data processing; or

Any equivalent combination of experience and training.

WORK SCHEDULE AND ADDITIONAL INFORMATION

Full-time employment: 37.5 hours

Work hours: 7:30AM-4:00PM

Starting Salary: \$41,917.00

Job Code: T9900

Location: This position is headquartered in Harrisburg. This position is not eligible for remote work.

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 September 2, 2022, 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.