



COMMONWEALTH OF PENNSYLVANIA

TREASURY DEPARTMENT

Job Posting – Fiscal Examiner 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. As a Fiscal Examiner I, you will perform the pre-audit of critical time sensitive payment requests related to central services, health, and safety submitted to the Treasury Department by the Office of Comptroller Operations. Your work will directly impact the well-being of Pennsylvania citizens and those visiting the Commonwealth.

TREASURY DEPARTMENT OVERVIEW

The Pennsylvania Treasury Department is an independent agency led by the elected State Treasurer and one of the largest state treasuries in the country, serving as custodian of more than \$150 billion. Treasury plays a critical role in state government operations, acting as the custodian, investor, and disbursing of funds for nearly all state agencies. Treasury also offers a wide range of programs and services to Pennsylvania families, including the PA 529 College and Career Savings Program; the PA ABLE Savings Program for people with disabilities; and our work to return more than \$4 billion of Unclaimed Property to its rightful owners.

DESCRIPTION OF WORK

- Audits expenditure transactions in accordance with bureau policy and procedures.
- Utilizes PeopleSoft Workbench to receive expenditures for processing.
- Follows and completes an audit checklist to determine legality and correctness, making notes of pertinent or significant information.
- Analyzes multiple forms of supporting documentation that are in electronic format within various computer systems to determine if the payment is legal and correct.
- Corresponds with auditee resource accounts when additional information is required to complete the audit. Elevates questions to the Special Auditor/Supervisor.
- Approves or rejects expenditure transactions.
- Maintains files/records of working papers and procedures. Completes error resolution information in PeopleSoft.
- Interprets rules and regulations related to processing of invoices and journal entries.
- Performs related work as required.

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Possess considerable knowledge of bookkeeping principles, practices, modern office practices, computer equipment and office applications.
- Ability to perform detailed work with written and numerical data and to make arithmetical calculations rapidly and accurately.
- Prepare routine and procedural financial summaries.
- Effectively communicate with peers and intra agency employees both verbally and in written correspondence.
- Plan and review work.
- Apply established methods to financial transactions.
- Investigate support documentation, contractual liability and formulate appropriate questions for further support from payment request submission areas.
- Ability to establish and maintain effective working relationships for coworkers and supervisory staff.
- Knowledge of Microsoft Office products and the ability to learn and proficiently use customized computer applications.
- Ability to work independently in a remote environment.

MINIMUM EXPERIENCE AND TRAINING

Two years of experience performing bookkeeping or clerical accounting work; or

An Associate Degree in Accounting or Business Administration including or supplemented by six credits of Accounting; 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: \$39,003

Job Code: T0715

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.

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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 February 14, 2024, to: Pennsylvania Treasury Department at careers@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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