



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 I will perform the accounting and bookkeeping procedures of the liquid fuels tax section of the Board of Finance and Revenue.

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

- Performs a final review of audited refund claims for mathematical accuracy and correct claimant information.
- Performs complete second audit of refund claims over a specific dollar amount checking for mathematical accuracy, as well as reviewing claimant information and documentation.
- Performs audits of more complex refund claims, such as aviation users and miscellaneous categories.
- Enters data into liquid fuels database.
- Reviews audited refund claims before they are processed for payment.
- Enters new claimant information into liquid fuels database and provide information regarding claim procedures.
- Responds to inquiries and routine correspondence related to refund claims.
- Assists in training new employees in auditing procedures.
- Assists in training current employees in new procedures.
- Compiles information and prepare reports, as needed.
- Performs other related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of bookkeeping principles and practices.
- Knowledge of modern office practices and equipment.
- Basic 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 reports.
- Ability to apply and adapt established methods to financial transactions.
- Strong customer service skills.

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: 8:30AM – 5:00PM

Starting Salary: \$41,917

Location: This position is headquartered in Harrisburg. You will have the opportunity to work from home (telework) up to 2 days a week. 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 May 25, 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

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