

# Job Posting

<b>DEPARTMENT:</b>	Office of Attorney General
<b>SECTION:</b>	Comptroller Section/Operations Division
<b>CLASS:</b>	Accountant III
<b>LOCATION:</b>	Strawberry Square, Harrisburg
<b>TYPE POSITION:</b>	Permanent, Full-time, Non-civil service, Non-Union
<b>WORK HOURS:</b>	8:30 – 5:00
<b>SALARY RANGE:</b>	Pay Range 7 – Minimum pay of \$57,272

## **BASIC FUNCTION:**

This is supervisory or advanced professional accounting work in the classification, analysis, and reporting of financial data.

An employee in this class is responsible for the analysis of complex financial statements and transactions and the preparation of documentation, financial statements and reports to control and account for state, federal, and restricted account funds. Employees in this class supervise large and difficult recording and reporting functions or perform advanced accounting work involving responsibility for the accounting operations of a complex program or fund, or a number of varied programs or funds. Employees perform a wide variety of professional accounting work, but some assignments require an emphasis upon a specific accounting specialty. Supervision is exercised over a professional, technical, or clerical staff. Work is performed within general guidelines and is subject to a review by a professional superior for effectiveness through conferences and an examination of reports.

## **EXAMPLES OF DUTIES:**

- Supervises a staff of professional, technical, or clerical employees who maintain accounting records and prepare related reports and financial statements
- Performs the accounting operations for a complex program or fund, or a number of varied programs or funds
- Reviews and processes expense adjustments, cost allocations, funds commitments, and transmittals of revenues

- Responsible for maintaining all documentation necessary to support accounting transactions for future audits
- Coordinates with external auditing firms and the Auditor General on all audit inquiries
- Provides documentation for the Commonwealth's Annual CAFR and Single Audit
- Responsible for all federal grant accounting reports, expense classifications, and drawdowns in accordance with applicable guidelines
- Responds to all accounting-related Right to Know Requests
- Ensures all funds are reconciled to the Department of Treasury
- Monitors and maintains confidential account replenishments
- Schedules and oversees ACH bank transfers to regional offices
- Prepares annual fiscal reporting of Federal Equitable Sharing and State Asset Forfeiture Funds
- Assists in the installation and modification of electronic or automatic data processing systems
- Performs related work as required

**MINIMUM EXPERIENCE AND TRAINING:**

- Three years of professional accounting experience, and graduation from a four-year college or university, including or supplemented by fifteen credits in accounting
- A Master's degree in Accounting or a related field may be substituted for one year of general work experience