



Attorney General Josh Shapiro Job Posting – Fiscal Technician

SECTION:	Comptroller Section/Operations Division
CLASS:	Fiscal Technician
LOCATION:	Harrisburg
POSITION TYPE:	Full-time, Non-civil service, Union
WORK HOURS:	8:30 – 5:00
SALARY RANGE:	Pay Range 5 – Starting salary of \$37,986

BASIC FUNCTION:

An employee in this position audits and processes bill payments ensuring compliance with OAG policies, Comptroller Operations Bulletins, and Directives including; Administrative Circulars, Executive Orders, Management Directives, and Executive Board Resolutions using the SAP system. Work is performed independently within a framework of prescribed accounting procedures and regulations.

EXAMPLES OF DUTIES:

- Audits and processes invoices for MIRO purchase orders, advancement accounts, and confidential accounts
- Processes invoices for payment in a timely and accurate manner
- Ensures supporting documentation fully satisfies OAG policies, guidelines, and directives
- Maintains, scans, and attaches documentation to SAP payment vouchers and transactions
- Assists administrative officers and management by researching and communicating payment or documentation issues
- Assists administrative officers and management with vendor issues and payment inquiries
- Adheres to closing procedures and ensures that transactions have proper value dates and are processed against an adequately funded appropriation
- Audits and processes travel vouchers in SAP using various transactions and in compliance with the OAG Travel Administration Policy
- Assists with incoming and outgoing mail
- Navigates internal portals, websites, and databases
- Performs related clerical work as required

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

PREFERRED QUALIFICATIONS:

- Understanding of basic accounting principles
- Proficient with Microsoft Office
- Experience in “Three-way match” for goods or services
- Excellent time management skills and detail oriented
- Experience with SAP a plus, or prior experience with other accounting software and online platforms
- Experience with PeopleSoft and SRM a plus
- Associate degree
- Experience in accounts payable/receivable
- Strong mathematical skills
- Good communication skills