



Attorney General Josh Shapiro Job Posting – Accountant II/III

SECTION:	Comptroller Section/Operations Division
CLASS:	Accountant II/III
LOCATION:	Harrisburg
POSITION TYPE:	Full-time, Non-civil service, Non-Union
WORK HOURS:	8:30 – 5:00
SALARY RANGE:	Accountant II – Pay Range 7 – Starting salary \$50,817 Accountant III – Pay Range 8 – Starting salary \$58,132

BASIC FUNCTION:

An employee in this position analyzes difficult financial transactions and prepares documentation, financial statements, and reports to control and account for state, federal, and grant funds, and to analyze and project financial data for a difficult program or fund or a number of less complex related programs of funds. Employees perform a wide variety of professional accounting work, but some assignments require an emphasis upon a specific accounting specialty. Supervision may be exercised over a small professional, technical, or clerical staff. Work is performed within general policies and procedures and is subject to review by a professional superior. As an Accountant II gains experience, work is performed with more independence. An Accountant III will work independently on most matters.

EXAMPLES OF DUTIES:

- Responsible for all payroll-related activities within the Office of Attorney General
- 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
- Monitors, calculates, and completes changes for new hires, terminations, separations, deceased employees, advancements, unemployment compensation, deferred compensation, and any payroll related adjustments
- Processes payroll expenditure transactions, and approves or denies pay changes in accordance with the personnel regulations, policies, and bargaining unit agreements
- Processes salary claims and collects debts owed to the Commonwealth
- Reviews and processes taxability of state provided vehicles, IRS and Commonwealth files for audit for domestic relations support, IRS tax levies, creditor garnishments, PHEAA loan debt, bankruptcy, local wage taxes, end of year W-2's, W-2Cs, work-

- related disability, FLSA compliance, CATS wage audits, and related payroll reporting
- Responsible for maintaining all documentation necessary to support accounting transactions for future audits
- Assists in compiling information for Right-to Know requests
- 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
- Compiles data for the Court of Common Pleas and Employment Security, grant funding and reporting, SAP adjustments, and general ledger coding and posting
- Monitors and maintains US Bank Travel Card
- Computes, enters, and monitors collection of indebtedness for travel delinquencies or lost OAG property
- Prepares or reviews trial balances and financial reports of state agencies and business enterprises that are subject to state regulations
- Communicates with the Department of Treasury to prepare payroll vouchers with documentation to support any modification to the payroll database as well as printing advancement account checks, transmittals, and ACHs for the replenishment of confidential accounts
- Supervises the maintenance of expenditure and budgetary control accounts and prepares financial reports
- Prepares accounting reports and budgetary projects for program personnel and central accounting agencies
- Prepares adjustment transactions and verifies them for the correct application of accounting principles
- Performs related work as required

MINIMUM EXPERIENCE AND TRAINING:

Qualifications for Accountant II are as follows:

- One year as an Accountant 1 OR
- A Bachelor's degree, including or supplemented by fifteen credits in accounting, and two years of professional accounting experience OR
- Four years of bookkeeping experience, fifteen college credits in accounting, and two years of professional accounting experience OR
- A Master's degree in Accounting or a related field and one year of professional accounting experience

Qualifications for Accountant III are as follows:

- A Bachelor's degree, including or supplemented by fifteen credits in accounting, and three years of professional accounting experience OR
- Four years of bookkeeping experience, fifteen college credits in accounting, and three years of professional accounting experience OR
- A Master's degree in Accounting or a related field and two years of professional accounting experience