



Position:	Fiscal Technician	Starting Salary Range:	\$52,250 - \$56,500
Organization:	Supreme Court of Pennsylvania Executive Administrator's Office	Location:	Harrisburg
		Category:	Para-Professional
		Posting Date:	September 11, 2023
		End Date:	October 31, 2023

Remarks: Starting salary will vary depending upon the qualifications and employment history of the selected candidate.

Description:

The Fiscal Technician works under the supervision of the Administrative Coordinator 2 to work in maintaining fiscal systems and records, summarizing financial information, and various related administrative tasks. Performs work in support of accounting, auditing, budgeting, or financial management functions. Work at this level involves performing para-professional accounting duties in recording, reviewing, processing, and controlling financial records and documents.

Responsibilities:

- Research, coding, and data entry of invoices/business expense vouchers for payment for Supreme Court related Committees and Boards in ASAP.
- Responsible for Corporate Credit Cards for Supreme Court monitored appropriations.
- Prepares month-end reports (Budget Expenditure and Accounting Detail) for Supreme Court related Committees and Boards.
- Prepares Refunds of Expenditure for Supreme Court monitored appropriations.
- Prepares Revenue Transmittals for the filing offices.
- Prepares Appropriation Expense Adjustment documents.
- Prepares Semi-Annual Revenue Transmittal for PA Board of Law Examiners.
- Annual and Semi-Annual Bank Account Reconciliations for:
 - Three Filing Offices
 - PA Board of Law Examiners
 - Appellate Court Conference
- Annual and Semi-Annual Petty Cash Reconciliation for:
 - Three Filing Offices
 - PA Board of Law Examiners
- Prepares travel expenses vouchers for staff by referring to Business Expense Policies and Procedures.
- Establishes, reorganizes, or combines filing systems when new files are to be set up or old files revised due to inadequacies of the old system, shifts in the priority of documents, additional storage requirements, etc.
- Responsible for the Right to Know Law, Rules of Judicial Administrative 509 for the Supreme Court and related Committees and Boards.
- Troubleshoots inquiries from Unified Judicial System staff and vendors.
- Assists Executive Administrator, Administrative Coordinator 2, Administrative Coordinator 1, and Court Crier as requested.
- Performs other related duties and responsibilities as required.

Required Knowledge, Skills, Abilities:

- Thorough knowledge of bookkeeping principles and practices as well as accounting principles and procedures, and of their application to a variety of accounting transactions and problems.
- Ability to perform detailed work invoicing written or numerical data and to make arithmetical calculations accurately.
- Ability to prepare financial reports in accordance with predetermined requirements.

Minimum Qualifications:

- An associate degree from an accredited college or university with major course work in business administration or accounting, PLUS one (1) year of experience in maintaining and reviewing accounting or fiscal records; or
- Education equivalent to completion of the twelfth grade, PLUS three (3) years of experience involving the maintenance of fiscal or financial records, including one (1) year of responsible work which invoiced the application of accounting or fiscal principles and practices; or
- An equivalent combination of education, training, and/or experience may be considered.

Miscellaneous Requirements:

- Satisfactory criminal background check required.
- Proficiency with Microsoft Office applications (Word, Excel, and Outlook)
- Ability to maintain a high level of integrity and observe confidentiality in the performance of job duties.

How to Apply:

Candidates interested in applying for this position are requested to submit a written resume (video or audio resumes will not be accepted), along with a cover letter noting salary requirements to:

SupremeCourtJobs@pacourts.us

Unified Judicial System Hiring Policy

The Unified Judicial System of Pennsylvania recruits, employs, and promotes the most qualified applicants without regard to their political affiliation, race, color, age, national origin, sex, sexual orientation, ancestry, religious creed, disability, or other non-merit facts or considerations. Reasonable accommodations will be provided to applicants with disabilities as may be necessary to ensure that all applicants are given a fair and equal opportunity to compete for all employment positions. Applicants who need accommodation for an interview should request so in advance. All hiring policies and procedures are intended to conform to all provisions of the Pennsylvania Human Relations Act, the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, and all other state and federal statutes governing fair and non-discriminatory hiring practices.