POSTING DATE: November 3, 2015
REMOVAL DATE: November 13, 2015

POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: Accounting Technician I
Office of Judicial Records, Accounting Unit

(Open to Promotion, Transfer and New Hires)

SALARY: $34,470 - $37,564 (G10)

FILING DEADLINE: Friday, November 13, 2015 @ 4:00 p.m.

REQUIREMENTS:

1. High school diploma or equivalent including or supplemented by a course in bookkeeping or accounting and one year of office experience; or a high school diploma or equivalent including considerable work in arithmetic computation and one year of office experience.

   OR

   Any equivalent combination of training and experience determined to be acceptable by the First Judicial District of Pennsylvania, which also includes a high school diploma or equivalent.
2. Satisfactory completion of a six-month employee orientation period.
3. City of Philadelphia residency required within six months of successful completion of orientation period.
4. Ability to perform the essential functions of the position.

GENERAL DEFINITION:

Performs routine entry level bookkeeping and clerical work in the maintenance and review of fiscal records. The worker prepares entries, maintains accounting journals and ledgers, and prepares assigned portions of financial statements and reports. An employee in this class performs routine tasks in the maintenance of manual and automated bookkeeping records. Work includes posting routine entries to subsidiary ledgers, and examining and coding financial data in accordance with existing accounting procedures. Duties may also involve receiving funds and verifying amounts. Work is performed under the supervision of a higher level accounting technician and/or professional accountant.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Prepares portions of reports on various phases of fiscal activities by compiling, computing and comparing figures of various accounts.
- Posts encumbrances, expenditures, revenues and disbursements to general subsidiary ledgers.
- Makes adjusting entries.
- Reconciles and balances accounts.
- Prepares bank deposits and cash receipt documents.
- Prepares simple and periodic financial statements.
- Allocates costs to a variety of activities according to established procedures.
- Gathers data or posts financial activities for use in the preparation of budgets.
- Ascertains that requests for funds are accompanied by authorized signatures and purchase requests from the fund are in accordance with prescribed procedures, and that a correct current balance is maintained.
- Examines expense accounts, invoices and other documents for mathematical accuracy, completeness, and procedural correctness.
- Prepares authorized checks for signature by an administrative supervisor.
- Ensures the application of proper fiscal codes.
- Ascertains that correct invoices are received for all materials and services before processing for payment.
- Receives, disburses and reports payments.
- Prepares data processing documents to record encumbrances and payments.
- Processes payroll information.
- Maintains source document files.
- Receives, disburses and reports petty cash funds.

ENVIRONMENTAL CONDITIONS:

- Standard clerical office conditions.
- Direct contact with diverse court clientele.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Working knowledge of bookkeeping and accounting principles and procedures, office methods and procedures.
- Ability to make arithmetic calculations with speed and accuracy.
- Ability to operate an adding machine and a calculator.

- Ability to use a personal computer as part of daily activities (word processing, e-mail, spreadsheets).
- Some knowledge of governmental accounting principles.
- Ability to maintain general and subsidiary ledgers and journals.
- Ability to prepare periodic financial statements and accounting procedures of court departments.
- Ability to learn, within a reasonable time, the accounting procedures of court departments.

The First Judicial District is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.