

**Commonwealth of Pennsylvania
State Civil Service Commission**

Examinations

for

ACCOUNTANTS, FISCAL OFFICERS, AND CORPORATION TAX OFFICER 1

| <u>Exam No.</u> | <u>Job Titles</u> | <u>Job Codes</u> | <u>Pay Schedule and Range</u> |
|-----------------|--|------------------|-------------------------------|
| 1. | Fixed Utility Financial Analyst 1 | G1001 | UT06 |
| 2. | Accountant 2 (Local Government) | L0312 | * |
| 3. | County Fiscal Officer 1 (Local Government) | L0315 | * |
| 4. | County Fiscal Officer 2 (Local Government) | L0316 | * |
| 5. | County Fiscal Officer 3 (Local Government) | L0317 | * |
| 6. | Accountant 2 | 03030 | MA07 |
| 7. | Accountant 3 | 03040 | MA08 |
| 8. | Executive Accounting Specialist | 03070 | MA07 |
| 9. | Corporation Tax Officer 1 | 03730 | ST06 |

When completing your application, please make sure you apply for all job titles for which you want to be tested. You will NOT be permitted to add job titles after you test.

*Local government salaries vary. Contact the Human Resources Office of the local government agency where you are interested in working for specific information.

APPLICATIONS WILL BE ACCEPTED UNTIL FURTHER NOTICE.

VETERANS: Pennsylvania law (51 Pa.C.S. §7103) provides employment preference for qualified veterans for appointment to many state and local government jobs. To learn more about employment preferences and opportunities for veterans, visit the Commission's website, Job Seekers page, for [Veterans](#); visit one of our offices; or call our veterans information line, (717) 787-6039.

NATURE OF WORK

Fixed Utility Financial Analysts 1 review and analyze fiscal data submitted by fixed public utilities to justify service rates or other financial transactions, to determine accuracy, completeness and compliance with Public Utility Commission regulations, public utility law, and standard financial practices.

Accountants and Executive Accounting Specialists analyze and classify financial transactions and documents; prepare financial statements and reports to control and account for funds; and analyze and project financial data.

Accountants 2 and 3 may also have supervisory responsibilities.

County Fiscal Officers manage fiscal and administrative work by directing the financial operations in a county human services agency or by assisting a higher-level County Fiscal Officer or administrator.

Corporation Tax Officers 1 examine and analyze corporation balance sheets, profit and loss statements, and other schedules within the tax report to determine tax liability and correctness of returns.

JOB REQUIREMENTS

You will be tested **before** your qualifications are reviewed. Your test results will count only if you meet all job requirements.

For some jobs, offers of employment will be made only if you are willing to travel. Travel expenses will be paid.

You are subject to Pennsylvania residency requirements and must be able to perform the essential functions of the job. Visit the Commission's website, Job Seekers page, for [PA Residency Information](#).

Minimum Requirements

Fixed Utility Financial Analyst 1

One year as a Fixed Utility Financial Analyst Trainee; **OR** a bachelor's degree with major course work in accounting, economics, finance, or business administration, which included or is supplemented by 15 credit hours in finance related coursework, and 1 year of professional accounting experience in financial management which included analysis of general ledger accounts plus preparation of financial statements; or similar work in public accounting; **OR** an equivalent combination of experience and training which includes or is supplemented by 15 credit hours in finance related coursework. A master's degree in any of the aforementioned disciplines or CPA license would be accepted in lieu of 1 year of professional accounting experience.

Accountant 2 (Local Government)

One year as an Accountant 1; **OR** 2 years of professional accounting experience, and graduation from a 4 year college or university, including or supplemented by 15 credits in accounting.

County Fiscal Officer 1 (Local Government)

Two years as a Fiscal Technician and 6 college credits in accounting; **OR** 1 year of accounting and/or budgetary experience and a business-related bachelor's degree that includes 6 college credits in accounting; **OR** 3 years of accounting and/or budgetary experience and a business-related associate's degree that includes 6 college credits in accounting; **OR** 5 years of bookkeeping experience and 6 college credits in accounting; **OR** an equivalent combination of experience and training that includes or is supplemented by 6 college credits in accounting.

County Fiscal Officer 2 (Local Government)

One year as a County Fiscal Officer 1; **OR** 2 years of accounting and/or budgetary experience and a business-related bachelor's degree that includes 6 college credits in accounting; **OR** 4 years of accounting and/or budgetary experience and a business-related associate's degree that includes 6 college credits in accounting; **OR** an equivalent

combination of experience and training which includes or is supplemented by 6 college credits in accounting.

County Fiscal Officer 3 (Local Government)

One year as a County Fiscal Officer 2; **OR** 3 years of accounting and/or budgetary experience and a business-related bachelor's degree that includes 6 college credits in accounting; **OR** 5 years of accounting and/or budgetary experience and a business-related associate's degree that includes 6 college credits in accounting; **OR** an equivalent combination of experience and training which includes or is supplemented by 6 college credits in accounting.

Accountant 2

One year as an Accountant 1; **OR** 2 years of professional accounting experience **and** graduation from a 4 year college or university, including or supplemented by **15** credits in accounting.

Accountant 3

One year as an Accountant 2; **OR** 3 years of professional accounting experience **and** graduation from a 4 year college or university, including or supplemented by **15** credits in accounting.

Clarification of Requirements for Accountants 2 and 3

Four years of bookkeeping experience and 15 college credits in accounting may be substituted for the college degree. A master's degree in accounting, business administration, economics or finance may be substituted for 1 year of professional accounting experience.

Executive Accounting Specialist

One year as an Executive Financial Associate; **OR** 1 year of professional accounting experience and a bachelor's degree including 24 credits in accounting; **OR** an equivalent combination of experience and training that included 1 year of professional accounting experience and completion of 24 college credits in accounting.

Corporation Tax Officer 1

One year as a Financial Programs Trainee; **OR** 1 year of professional accounting experience affording knowledge of federal and state corporation tax laws, and a bachelor's degree with major coursework in accounting or business administration, including **12** credits in accounting; **OR** an equivalent combination of experience and training which includes **12** credits in accounting.

Clarification of Requirements

Please make sure you meet all requirements. If you are not sure you qualify, contact one of the Commission's offices listed at the end of this announcement for guidance.

JOB OPPORTUNITIES

EQUAL OPPORTUNITY EMPLOYER

Accountants are employed by 16 state agencies. Positions are located throughout the Commonwealth with approximately 85% located in Dauphin County; Executive Accounting Specialist positions are with the Pennsylvania Governor's Office of Administration, Dauphin County; Corporation Tax Officer 1 positions are with the Pennsylvania Department of

Revenue, Dauphin County; Fixed Utility Financial Analyst 1 positions are with the Pennsylvania Public Utility Commission, Dauphin County.

Local government positions exist throughout the Commonwealth.

Employment preference for local government jobs may be given to residents of counties where the jobs are located.

Promotion preference for local government jobs may be given to employees who work in the counties where job openings occur.

Lists created by these tests will be used to fill future vacancies as they occur due to retirements, promotions, transfers, resignations and so forth.

For the most recent information on job opportunities, contact the Human Resources office of the state agency or local government in which you are interested in working listed in the telephone directory under "Government."

Fixed Utility Financial Analyst 1 positions are located in the Pennsylvania Public Utility Commission, Bureau of Human Resources, Commonwealth Keystone Building – Room N-301, Harrisburg, PA, 17105-3265, Telephone: (717) 787-8714, Internet: <http://www.puc.state.pa.us/>

Most Accountant 2 and Accountant 3 positions are located at the Pennsylvania Department of Public Welfare, Bureau of Human Resources, Health and Welfare Building – Room 106, P.O. Box 2675, Harrisburg, Pennsylvania 17105-2675; Telephone: (717) 787-5068, Internet: <http://www.dpw.state.pa.us/>, Email: ra-pwhdqpostings@pa.gov

Executive Accounting Specialist positions are located in the Governor's Office of Administration, Executive Offices, Office of Human Resources, Finance Building – Room 508B, Harrisburg, Pennsylvania 17120, Telephone: (717) 783-5446, Internet: <http://www.oa.state.pa.us/>

Corporation Tax Officer 1 positions are located in the Pennsylvania Department of Revenue, Bureau of Human Resources, 1121 Strawberry Square, Harrisburg, Pennsylvania 17128, Telephone: (717) 787-7550, Internet: <http://www.revenue.state.pa.us/>

TESTING

The test will be administered on a computer. Information about computerized testing is available online at <http://www.scsc.state.pa.us/> **OR** in paper form at any State Civil Service Commission office.

You will have a maximum of 3 hours to complete the test which will cover the following subject areas:

| <u>Subject Area</u> | <u>Number of Questions</u> | |
|---------------------|---|--|
| | Fixed Utility Financial Analyst 1, County Fiscal Officer 1, Accountant 2, Executive Accounting Specialist, <u>Corporation Tax Officer 1</u> | County Fiscal Officer 2, County Fiscal Officer 3, Accountant 2(LG), <u>Accountant 3</u> |
| Accounting | 45 | 45 |

| | | |
|----------------------------|-----------|-----------|
| Accounting Problems | 20 | 20 |
| Auditing | 15 | 15 |
| Effective Expression | 15 | 15 |
| Analyzing Written Material | 15 | 15 |
| Advanced Accounting | <u>--</u> | <u>15</u> |
| Totals | 110 | 125 |

If you take the test and want to take it again, you may be retested after six months from the date of your test. You must submit a new application to be retested.

The test will be administered in the Harrisburg, Philadelphia and Pittsburgh State Civil Service Commission offices, Monday through Friday.

The test also will be held approximately 10 days a month at additional test centers located in Allentown, Erie, Johnstown, Lock Haven, and Scranton. For further details on test dates, contact the Commission's Information Services; Telephone (Voice) (717) 787-7811, Text Telephone **(Deaf/Hard-of-Hearing callers only)** (717) 783-8896.

TEST RESULTS

Employment and promotion lists will be established. You will be notified in writing of your test results.

HOW TO APPLY

State Civil Service Commission
 ATTN: Applications
 P.O. Box 569
 Harrisburg, PA 17108-0569

Online and paper applications both require submission of a copy of your transcripts at the time of application. Unofficial transcripts are acceptable. Enter your name and Social Security number at the top of the transcripts. Send by e-mail to RA-cs-transcripts@state.pa.us or fax to (717) 787-8650 or mail to the above address.

Applications and further information can be obtained from:

1. State Civil Service Commission:

Harrisburg: 2nd Level, Strawberry Sq. Complex, 320 Market St., P.O. Box 569, Hbg., 17108-0569; Telephone (Voice) (717) 783-3058, Text Telephone **(Deaf/Hard-of-Hearing callers only)** (717) 772-2685

Philadelphia: 110 North 8th St., Suite 503, Phila., 19107; Telephone (Voice) (215) 560-2253, Text Telephone **(Deaf/Hard-of-Hearing callers only)** (215) 560-4367

Pittsburgh: 411 Seventh Ave., Room 410, Pgh., 15219; Telephone (Voice) (412) 565-7666, Text Telephone **(Deaf/Hard-of-Hearing callers only)** (412) 565-2484

Internet: <http://www.scsc.state.pa.us/>

2. PA CareerLink offices

3. The Human Resources offices listed under the "JOB OPPORTUNITIES" section of this announcement

For further information on testing, assistance for persons with disabilities, veterans' preference and other items, refer to the instructions provided with the "Application for Employment/Promotion."