

You must submit a copy of your transcript at the time of application. (See "How to Apply.")

TEST ANNOUNCEMENT
NUMBER 2013-060
ISSUED JULY 10, 2013

**Commonwealth of Pennsylvania
State Civil Service Commission**

Examinations

for

ACCOUNTANTS/AUDITORS/EXAMINERS (ENTRY LEVEL PROFESSIONALS)

<u>Exam No.</u>	<u>Job Titles</u>	<u>Job Codes</u>	<u>Pay Schedule and Range</u>
1.	Accountant 1 (Public Utility Commission)	G0302	UT06
2.	Public Utility Auditor Trainee	G1100	ST06
3.	Accountant 1 (Local Government)	L0311	*
4.	Accountant 1	03020	MA06
5.	Executive Financial Associate	03065	MA06
6.	Depository Financial Institutions Examiner 1	03201	ST06
7.	Non-Depository Financial Institutions Examiner 1	03206	ST06
8.	Insurance Company Examiner Trainee	03400	ST06
9.	Audit Specialist 1	03700	MA06
10.	Revenue Tax Auditor Trainee	03890	ST06
11.	Financial Programs Trainee	08180	MA05

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

You will perform beginning level professional work in accounting, auditing, or examining of financial/fiscal/operational records, transactions, or procedures as part of a training program designed to develop technical competence.

You may audit or examine the financial records/operations of organizations such as banks, savings and loan associations, public utilities, insurance companies, corporations, or the internal records or operations of State agencies.

All Trainee job titles require successful completion of a 1 year training and work experience probationary period for promotion to the next higher level in the area of specialization. Promotion involves an increase in salary.

Accountants 1 (Public Utility Commission), Accountants 1 (Local Government), Accountants 1, Executive Financial Associates, Depository Financial Institutions Examiners 1, Non-Depository Financial Institutions Examiners 1, Associate Financial Institutions Examiners and Audit Specialists 1 serve a 6 month probationary period.

JOB REQUIREMENTS

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

You must be 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

Accountant 1 (Public Utility Commission) and Accountant 1

A bachelor's degree including or supplemented by 15 credits in accounting; **OR** 1 year as a Fiscal Technician and 15 college credits in accounting; **OR** 1 year as a Financial Programs Trainee; **OR** 5 years of bookkeeping experience and 15 college credits in accounting; **OR** successful completion of the Commonwealth's Accounting Intern Program.

Public Utility Auditor Trainee

A bachelor's degree that includes or is supplemented by 24 credits in accounting.

Accountant 1 (Local Government)

One year of professional accounting experience and graduation from a four year college or university, including or supplemented by 15 credits in accounting; **OR** 1 year as a Fiscal Technician and 15 college credits in accounting; **OR** 5 years of bookkeeping experience; and 15 college credits in accounting.

Executive Financial Associate

Two years as a Fiscal Technician and completion of 24 college credits in accounting; **OR** a bachelor's degree including 24 credits in accounting; **OR** an equivalent combination of experience and training that included 24 college credits in accounting.

Depository Financial Institutions Examiner 1

A bachelor's degree with a major in accounting, finance, economics or information technology including or supplemented by 9 credits in accounting; **OR** an equivalent combination of experience and training which includes 9 college credits in accounting.

Non-Depository Financial Institutions Examiner 1

A bachelor's degree including or supplemented by 9 credits in accounting, finance, economics or a closely related field; **OR** an equivalent combination of experience and training which includes 9 college credits in accounting, finance, economics or closely related field.

Insurance Company Examiner Trainee

A bachelor's degree in finance, accounting, economics or business administration including 12 credits in accounting.

Audit Specialist 1

A bachelor's degree including or supplemented by 18 credits in accounting and auditing; **OR** 1 year as a Financial Programs Trainee; **OR** successful completion of the Commonwealth's Accounting Intern Program within the previous 18 months; **OR** an equivalent combination of experience and training which included the required 18 credits in accounting and auditing.

Revenue Tax Auditor Trainee

A bachelor's degree in accounting or a closely related field that includes 24 college level credits in accounting; **OR** an equivalent combination of experience and training that includes professional accounting experience and 24 college level credits in accounting.

Financial Programs Trainee

A bachelor's degree including 12 credits in accounting; **OR** 4 years of experience in bookkeeping work which included 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.

You may take the test if you have completed 90 or more credit hours and expect to receive a bachelor's degree within the next 7 months. You must provide proof of your degree and the specific required coursework before you start work.

JOB OPPORTUNITIES

EQUAL OPPORTUNITY EMPLOYER

Each year, State and local government agencies typically hire for all positions.

There are currently no vacancies for Insurance Company Examiner Trainee.

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

Auditors/Examiners may work from their homes or regional/district offices throughout the State. Most Accountants 1 (Public Utility Commission) and Accountants 1 work in Dauphin County. Accountants 1 (Public Utility Commission) also work in Philadelphia and Allegheny counties.

For local government positions, employment and promotion preference may be given to employees who work in the county where job openings occur.

Employment preference will be granted to individuals aged 60 and over for jobs with the Department of Aging and Area Agency on Aging Offices.

Promotion preference with local government and housing authorities may be given to employees who work in the city or county in which the jobs are located.

For the most recent information on job opportunities, contact the office of the local government program where you are interested in working listed in the telephone directory under "Government/County")

OR

Public Utility Auditor Trainee/Accountant 1 (Public Utility Commission)

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/>

OR

Accountant 1/Audit Specialist 1/Financial Programs Trainee/ Executive Financial Associate
Executive Offices, Office of Human Resources, Finance Building – Room 508-B, Harrisburg, PA 17120; Telephone: (717) 783-5446, Internet: <http://www.oa.state.pa.us/>

OR

Depository Financial Institutions Examiner 1 and Non-Depository Financial Institutions Examiner 1

Pennsylvania Department of Banking and Securities, Bureau of Human Resources, 17 North Second Street – 13th Floor, Harrisburg, PA 17101; Telephone: (717) 787-5383, Internet: <http://www.banking.state.pa.us/> or Tina McBride, Telephone: (717) 783-3611, Email: tmcbride@pa.gov

OR

Insurance Company Examiner Trainee

Pennsylvania Department of Insurance, Bureau of Human Resources, Strawberry Square – Room 1326, Harrisburg, PA 17120, Telephone: (717) 787-4298, Internet: <http://www.insurance.state.pa.us/>

OR

Audit Specialist 1

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

OR

Financial Programs Trainee/Revenue Tax Auditor Trainee

Pennsylvania Department of Revenue, Bureau of Human Resources, Strawberry Square – Room 1121, Harrisburg, PA 17128-1100, 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 2 1/2 hours to complete the test which will cover the following subject areas:

<u>Subject Area</u>	<u>Number of Questions</u>
Accounting Principles and Practices	45
Reconciliation	20
Analyzing Written Information	20
Effective Expression	<u>20</u>
Total	105

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.

If you take the test and want to take it again, you may be retested after 6 months from the date of your test. You must submit a new application to be retested.

If your name is on an eligible list for these job titles and you take this test, your most recent examination result will be the only one counted.

TEST RESULTS

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

HOW TO APPLY

Complete your application on the Commission's website, Job Seekers page, by selecting [Online Application](#), or submit your completed paper application to:

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.

If you are in your final year of study, you must submit a listing of the courses/credits that you expect to complete prior to graduation.

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."