

# Job Posting

**Department:** 81

- Executive Offices

**Organization:** 817000

- Ex Pa Comm On Crime & Dltncy

**Job Code/Title:** 30300

- Accountant 2

**Position Number:** 50500879

**County:** Dauphin

**Work Location:** PA Commission on Crime & Delinquency  
3101 N. Front Street  
Harrisburg, PA 17110

**Type of Job:** Civil Service

**Union:** No Union Representation (Not subject to provisions of a union agreement.)

**Bargaining Unit:** A3

**Seniority Unit:**

**Type Position:** Permanent / Full Time

**Salary Range:** \$45,066 - \$68,519

**Pay Schedule / Range:** MA / MA07

**Posting Length:** 10 days

**Posting Dates:** 7/27/2016 - 8/5/2016

**Contact Number:** (717)265-8469 or [theford@pa.gov](mailto:theford@pa.gov)

**Information:** WORK HOURS: 8:00 AM - 4:30 PM

PLEASE NOTE: If you previously applied for this position under the posting dated 6/21/16 - 6/30/16, you will be considered under this announcement as well.

**Description of Duties:** This position is within the Office of Financial Management and Administration, Grants Management Division. This position is responsible for the financial management of assigned state and federal funding streams and for the administration and monitoring of subgrants within those funding streams. This position is responsible for ensuring that all funds are used in accordance with appropriate laws, regulations, and guidelines. This position is also responsible for tracking and monitoring the appropriation/federal award expenditures, commitments and available balances including the PCCD administration portion of each appropriation/federal award.

**Essential Functions:**

- \* Assist in developing funding announcements
- \* Determine available funding
- \* Review applications for completeness
- \* Contact applicants to resolve issues
- \* Provide technical assistance to subgrantees
- \* Monitor subgrants for compliance with grant agreements
- \* Assist in preparation of financial reports
- \* Travel as needed
- \* Communicate effectively, both orally and in writing
- \* Establish and maintain effective working relationships

Last Date Job Applications Will Be Accepted: **Friday, August 5, 2016**

THIS IS A MANAGEMENT POSITION

## Recruitment Method(s):

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Promotion Without Examination
- Transfer
- Reassignment
- Voluntary Demotion

- Reinstatement

## Eligibility - all candidates

1. Meet the minimum experience and training required for the job: One year as an Accountant 1; OR Two years of professional accounting experience, and graduation from a four-year college or university, including or supplemented by fifteen credits in accounting.

Four years of bookkeeping experience and fifteen college credits in accounting may be substituted for college graduation. A Master's degree in accounting or a related field may be substituted for one year of general work experience.

2. Be a resident of Pennsylvania.
3. Be eligible for selection in accordance with Civil Service rules.

## Eligibility - Competitive Promotion Without Examination Only

### CLASS RESTRICTIONS

1. Have held regular civil service status in one of the following classifications:
  - Accountant 1
  - Audit Specialist 1
  - Auditor 1
  - Accounting Systems Analyst 1
  - Administrative Officer 1
  - Budget Analyst 1
  - Management Analyst 1

### Selection Criteria

2. Minimum experience and training required for the job.
3. Meritorious service; defined as (a) the absence of any discipline above the level of written reprimand during the 24 months preceding the closing date of the posting, and (b) the last due overall regular or probationary performance evaluation was satisfactory or higher.
4. Seniority, defined as a minimum of one year(s) in the next lower class(es) by the posting closing date of 8/5/2016.

### Application Instructions

5. Interested qualified applicants **must** submit all requested materials as specified in the "How To Apply Section". **Failure to comply with the above application requirements will eliminate you from consideration for this position.** Send completed application materials to the address listed in "How To Apply" section.
6. Additional information may be obtained by calling: (717)265-8469

This section is issued for compliance with [Management Directive 580.19, Promotion in the Classified Service without Examination](#).

## How to apply - all candidates:

The following materials must be mailed and postmarked on or before **Friday, August 5, 2016**:

1. Completed [Civil Service Application](#) (0.40 MB)
2. Most Recent Employee Performance Review
3. Submit a request for consideration in the form of a memorandum, letter, or bid form which must be accompanied by a resume that reflects work history and education.

**If interested in applying by mail, please send above specified materials to:**

**CONTACT PERSON: Theresa Ford**

**ADDRESS: 3101 N. Front Street**

**Harrisburg, PA 17110**

**TELEPHONE: 717-265-8469**

**EMAIL: theford@pa.gov**

**The Commonwealth of Pennsylvania is an equal opportunity employer.**