



COMMONWEALTH OF PENNSYLVANIA
invites applications for:

Accountant 2 (#00061125) - PCCD

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity.

SALARY:	\$49,076.00 - \$74,641.00 Annually
JOB TYPE:	Civil Service Permanent Full-Time
DEPARTMENT:	Commission on Crime and Delinquency
LOCATION:	Dauphin County
OPENING DATE:	01/28/19
CLOSING DATE:	02/11/19 11:59 PM
JOB CODE:	00030300
POSITION NUMBER:	00061125
UNION:	No Union Representation (This position is not subject to the provisions of a collective bargaining agreement.)
BARGAINING UNIT:	A3
PAY GROUP:	ST07
BUREAU/DIVISION CODE:	00817000
BUREAU/DIVISION:	Pennsylvania Commission on Crime and Delinquency
WORKSITE ADDRESS:	3101 North Front Street
CITY:	Harrisburg
ZIP CODE:	17110-1310
CONTACT NAME:	Christine Tashima
CONTACT PHONE:	717-728-3538
CONTACT EMAIL:	ctashima@pa.gov

THE POSITION:

Position Purpose:

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.

Work Hours: 8:30AM-5:00PM or 8:30AM-4:30PM

Additional Information: This position has free parking.

This is a management position and is not subject to the promotion provisions of a collective bargaining agreement or memorandum.

DESCRIPTION OF WORK:

I. Subgrant Process

A. Subgrant Application Process

Assist program staff and managers in the development and release of PCCD funding announcements to ensure that state and federal funding being announced is appropriate for its intended use. Determine that sufficient funds are available using reports generated from SAP Business Warehouse, PCCDs Egrants system, and other accounting worksheets. Verify that all special sections required for compliance with federal regulations, state regulations and PCCD guidelines are included in funding announcements. Perform fiscal review of funding announcements specific to the position's program areas and/or fund streams.

Upon receipt of subgrant applications, determine the availability of funds within program categories and/or fiscal years and assign funding using the appropriate SAP account codes.

Retain work copies of applications for financial reviews and original copies until final disposition by the Commission.

B. Financial Review

Determine that funds will be used in accordance with the requirements set forth by the pertinent legislation; the Office of Justice Program's Financial and Administrative Guide for Grants; policies established by PCCD; all applicable federal and state laws, regulations, procedures, and the funding announcement.

Determine source of matching funds and verify grant funds will be used to supplement, rather than supplant, state or local funds.

Review applications for completeness, itemizing errors and deficiencies.

Create financial review issues and comments in the Egrants system, which clearly explain to applicants what actions must be taken to bring applications into compliance with federal and state regulations and PCCD policies.

Communicate directly with applicants, if necessary, as well as program staff, to resolve major and minor problems with applications. Provide technical assistance to applicants in the use of Egrants and for resolution of fiscal issues.

Consult with the program manager on any budget changes, outstanding fiscal concerns, and any special comments for Executive review.

Conduct final review of resubmitted applications to ensure all necessary changes have been made, in final preparation for the meeting of the full Commission.

C. Subgrant Administration

Prepare and/or coordinate the preparation of subgrant award letters with administrative staff. Review prepared award letters verifying the following: subgrant number, project duration, project funds and any special conditions.

Review and analyze subgrant awards and related information on a regular basis to establish and maintain budgetary accounting and expenditure controls.

Review fiscal reports submitted by subgrantees. Review includes determining if the reported project expenditures are appropriate based on project start and end dates. Ensure that expenditures by category are in accordance with approved budget category amounts, and the required match is being reported. Based on these reviews, determine the amounts of payments to be made and process subgrant payments. Monitor and control this process in order to ensure that timely

payments are made from the proper appropriations and federal award.

Assist in the preparation of Financial Status reports for submission to the federal government. This requires review and analysis of PCCD's Egrants fiscal information, Commonwealth's SAP grant accounting information and related appropriation accounting information.

Receive and review refunds from subgrantees, determine the correct coding to which refunds must be applied, and forward to the Comptroller's Office and federal government. Verify that returned funds are properly accounted for in SAP and Egrants. Determine if returned funds are available for reaward or will be lapsed.

Close-out subgrants upon receipt of all required reports. Verify in SAP and Egrants that all expenditure and revenue information is correct.

Monitor subgrantees to ensure that their submitted reports and other required information is accurate and reliable. Monitoring is also used to ensure that subgrantees are following all federal and state financial and program regulations. Monitoring activities consists of in-house desk reviews, on-site monitoring visits and any other method available to ensure subgrantees are in compliance with grant guidelines.

D. Project Modifications

Review all project modification requests to ensure they are fiscally acceptable and properly justified. If necessary, create financial review issues and comments in the Egrants system that clearly explain what actions must be taken to bring modification requests into compliance with federal and state regulations and PCCD policies. Communicate directly with the subgrantee and program staff to resolve any problems with the modification request.

After a review of all pertinent issues and after any issues are resolved, make a recommendation to approve or disapprove modification request and determine whether the modification must be approved by PCCD's legal counsel and the Comptroller's office. If so, route modification as required and prepare letter to subgrantee.

Determine if project modifications affect subgrant committed balances, and if needed request the necessary fiscal adjustments to SAP. Post the same adjustments in Egrants.

E. Other Related Duties

Provide assistance to prospective subgrantees in the proper completion of an application for subgrant.

Provide assistance to subgrantees in the areas of fiscal reporting, record keeping and other technical financial matters.

Provide guidance to subgrantees in the areas of project close-out and property management, i.e. arranging for the sale, transfer, reassessment, etc. of property purchased with subgrant funds.

Evaluate justifications for both sole source procurement and purchase vs. lease of automatic data processing equipment.

Maintain financial schedules with regard to subgrants awarded by fiscal year, program category and transfers of funds.

Adequately document communication with subrecipients and other relevant information in PCCD's Egrants system.

II. Budget Process

A. Budget Request

Advise Financial Management staff of projected appropriation amounts needed to maintain sufficient funding for federal programs in future state fiscal years. This information is provided for inclusion in the agency budget request.

B. Legislative Hearing Information

Ensure that fiscal and statistical data required for the Appropriations Committee hearings is available in Egrants.

C. Rebudget Submission

Advise Financial Management staff of projected appropriation amounts needed to maintain sufficient funding for federal programs in future state fiscal years. This information is provided for inclusion in the agency rebudget request.

D. Other Related Duties

Prepare, coordinate and monitor internal orders for subgrants in accordance with the appropriations per state and federal fiscal years.

Monitor PCCD administration expenditures by state and federal fiscal years to ensure that any unexpended administrative funds are made available for programming.

III. Contractor Responsibility Program

Adhere to and assist in the implementation of the Commonwealth's Contractor Responsibility Program.

Essential Functions:

1. Assist in developing funding announcements.
2. Determine available funds.
3. Review applications for completeness.
4. Contact applicants to resolve issues.
5. Provide technical assistance to subgrantees.
6. Monitor subgrants for compliance with grant agreements.
7. Assist in preparation of financial reports.
8. Communicate effectively, both orally and in writing.
9. Establish and maintain effective working relationships.
10. Travel as needed.

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:

Minimum Experience and Training Requirements

All applicants must 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.

PA Residency

Pennsylvania residency required.

Recruitment Methods

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

- Promotion Without Examination
- Transfer
- Reassignment

- Voluntary Demotion

Promotion Without Examination Only*

CLASS RESTRICTIONS - You must have held regular civil service status in one of the following classifications:

- Accountant 1
- Auditor 1
- Audit Specialist 1
- Administrative Officer 1
- Fiscal Management Specialist 1
- Budget Analyst 1

Selection Criteria

1. Minimum experience and training required for the job.
2. 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.
3. Seniority, defined as a minimum of one year(s) in the next lower class(es) by the posting closing date.

***The Promotion Without Examination requirements are 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 submitted with the online application by the posting closing date:

- Resume
- Most Recent Regular or Probationary Employee Performance Review (REQUIRED if applying under the Promotion Without Exam method)
- Voluntary Demotion candidates MUST include a letter requesting a voluntary demotion and acknowledgement of a reduction in pay.

All applicants should apply through NeoGov at <http://www.employment.pa.gov>. Please contact the HR Office if paper application is needed.

Failure to comply with the above application requirements will eliminate you from consideration for this position.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.employment.pa.gov>

Position #I-2019-36509
ACCOUNTANT 2 (#00061125) - PCCD
CT

OUR OFFICE IS LOCATED AT:
613 North Street
Harrisburg, PA 17120

jobs@pa.gov

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