

POSTING DATE: March 10, 2015
REMOVAL DATE: March 20, 2015

POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: Accounting Technician II
Pretrial Services, Trial Division

(Open to New Hires, Promotions or Transfers)

SALARY: \$38,389 - \$42,071 (G14)

FILING DEADLINE: Friday, March 20, 2015 at 4:00 pm

Applications are being accepted for this position. Qualified candidates may apply by submitting a completed application, cover letter and résumé to the Office of Human Resources, Room 668 City Hall, Philadelphia, PA 19107. **No email or facsimile submissions will be accepted.**

REQUIREMENTS:

1. High school diploma or equivalent and two years of clerical accounting work; Completion of a certificate program in accounting at an accredited college or university, preferred.
- OR**
2. 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.
 3. Satisfactory completion of a six-month employee orientation period.
 4. City of Philadelphia residency required within six months of successful completion of orientation period.
 5. Ability to perform the essential functions of the position.

GENERAL DEFINITION:

This is advanced level bookkeeping work in the maintenance and review of detailed fiscal records. Work involves fiscal records preparation and maintenance in an accounting unit which is characterized by a limited volume and variety of transactions. An employee in this class performs a variety of moderately complex bookkeeping tasks in preparing, recording, and examining fiscal records; or performs work of comparable difficulty in a specialized area where upper level bookkeeping skills are required. Work is performed under the supervision of a professional accountant or manager. The employee is expected to exercise some independent judgment and discretion within the limits of established procedures.

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 reports or assigned portions of reports on various phases of fiscal activities by compiling, computing and comparing figures of various accounts.
- Examines invoices prior to payment to determine propriety of expenditure by checking mathematical extension, comparing invoice price to purchase order or contract price, comparing units invoiced to units received, and charging the appropriate account.
- Prepares and maintains records reflecting acquisition cost, location, physical description, purchase date, depreciation charges, book value and other pertinent data on plant and equipment items.
- Supervises and/or participates in the recording of charges, adjustments and receipts to subsidiary accounts receivable ledgers; balances subsidiary ledgers to controlling account; prepares certifications for collection of delinquent accounts; and prepares daily report on collections.
- Assists in the preparation of reports and preliminary budget estimates by using the bookkeeping records maintained in the unit.
- Posts encumbrances, expenditures, revenues and disbursements to general subsidiary ledgers.
- Allocates costs to a variety of activities according to established procedures.
- Computes gross pay, records payroll deductions, records changes in payroll exemptions, performs timekeeping duties and physically prepares payroll requisition.
- Maintains specialized journals and subsidiary ledgers according to an approved chart of accounts by posting entries, by making adjusting entries and by preparing financial statements from records maintained.
- Records and distributes expenditures to cost centers according to a well defined allocation plan.
- Calculates percentages to determine cost distribution.
- Prepares reports, or assigned portions of reports, on various phases of fiscal activities by compiling, computing, and comparing figures of various accounts.
- 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.
- Controls the receipt, recording, disbursement and reporting of payments.
- Determines the proper payee and supervises the preparation of payment checks for signature by an administrative supervisor.
- Ensures the application of proper fiscal codes.
- Supervises the preparation and processing of payment vouchers.
- Ascertains that correct invoices are received for all materials and services before processing for payment.
- Makes adjusting entries.
- Reconciles and balances accounts.
- Prepares simple and periodic financial statements.
- Prepares bank deposits and cash receipt documents. Reconciles bank statement to the facility's receipts and disbursement ledgers.
- Examines expense accounts, invoices and other documents for mathematical accuracy,

completeness, and procedural correctness.

- Reviews payroll registers, fringe benefit schedules and related fiscal records to compute and compile a variety of cost schedules and reports.
- Allocates costs to a variety of activities according to established procedures.
- Controls the receipt, disbursement, and reporting of petty cash funds.
- Maintains files of source documents.
- Prepares data processing documents to record encumbrances and payments.

ENVIRONMENTAL CONDITIONS:

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

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Considerable knowledge of accounting principles and procedures, office methods and procedures.
- Knowledge of governmental accounting principles.
- 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).
- Ability to maintain general and subsidiary ledger and journals.
- Ability to prepare periodic financial statements and 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.

<p style="text-align: center;">EMPLOYMENT APPLICATION</p> <p style="text-align: center;">FIRST JUDICIAL DISTRICT OF PENNSYLVANIA HUMAN RESOURCES</p> <p style="text-align: center;"><i>An Equal Opportunity Employer</i></p> <p>The First Judicial District of Pennsylvania does not discriminate on the basis of race, color, religion, age, sex, national origin, veteran status, mental or physical disability.</p>	<i>OFFICE USE ONLY</i>		
	POSITION		
	File:	Test	REJECTED:
			NOTICE TO TEST (1)
			(2)
			(3)
		RESULTS (1)	
		(2)	
		(3)	

READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM:

1. City residency requirements will be enforced six months after completion of the orientation period of employment.
2. If any pertinent questions are not answered, this application will be rejected.
3. If you do not meet the minimum training and experience qualifications for the position applied for, this application will be rejected.
4. Application must be signed to be accepted, and returned to the Courts' Human Resources Office, Room 668 City Hall, Philadelphia, PA 19107.
5. If you intentionally make any false statements or material omissions, this application will be rejected.

NAME (Last, First, Middle Initial)—indicate any former names under which you worked or are known.	ADDRESS (City) (State) (Zip)
EMAIL ADDRESS	HOME PHONE BUSINESS PHONE
POSITION APPLIED FOR	SALARY DESIRED

RELATIVES EMPLOYED BY THE FIRST JUDICIAL DISTRICT OF PA? <input type="checkbox"/> No <input type="checkbox"/> Yes NAME(S):			
<p>Have you ever been employed by the First Judicial District and/or the City of Philadelphia? Yes _____ No _____</p> <p>Department(s): _____</p> <p>Dates of employment: _____</p> <p>Last title held: _____</p> <p>Payroll Number: _____</p>	<p>Have you ever been dismissed for inefficiency, delinquency, or misconduct, or been permitted to resign to avoid dismissal? YES NO</p> <p><i>If yes, explain:</i></p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p>Are you currently or have you ever served in the U.S. Armed Services? Yes No</p> <p><i>If yes, years of service:</i> _____ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Please provide license, registration, or certification information required for the position you are seeking. Also indicate whether such license, registration, or certification is currently active.</p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p>May we contact your present employer for information? Yes No</p> <p><i>If no, explain:</i> _____ <input type="checkbox"/> <input type="checkbox"/></p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p>		

READ THIS APPLICATION AND YOUR ANSWERS CAREFULLY BEFORE SIGNING BELOW

I certify that the statements made by me in this entire application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that if I knowingly omit or make any misstatement of facts I am subject to disqualification or dismissal and to such other penalties as may be prescribed by law, ordinance, or Personnel Policies. If I am hired, I understand I am being hired as an "at will employee" of the First Judicial District of Pennsylvania. In the event that there is a need for a reduction in force, for any reason, I understand that I may be subject to layoff. I further understand that if there is a layoff I shall not be entitled to displace other court employees solely because of seniority.

Date _____

Signature _____

1. I agree to a drug test and to random drug testing during my employment with the FJD (If required by job assignment). Yes No

2. I owe fines and costs to the FJD or another court in another jurisdiction. Yes No
If yes, detail balances, dates, jurisdictions and reasons for nonpayment.

3. I owe taxes to the City of Philadelphia or other jurisdictions, including the federal government (Wage Tax, Real Estate Tax, Business Privilege Tax or Federal Income Tax). Yes No
If yes, detail dates, amounts owed, jurisdictions and reasons for nonpayment.

4. I owe Philadelphia Traffic Court and/or Philadelphia Parking fines or costs. Yes No

5. My driver's license is currently suspended or revoked. Yes No
If yes, please explain:

The above answers are true and correct to the best of my knowledge and, if untruthful, will subject me to penalties for false swearing in accordance with the laws of the Commonwealth of Pennsylvania.

EDUCATION

	NAME OF SCHOOL	CITY/STATE	DID YOU GRADUATE		TYPE DEGREE RECEIVED	MAJOR COURSE STUDY
			Yes	No		
High School						
College, University or Professional School						
Other Training or School						

EXPERIENCE: Describe your duties fully. If you held several different positions with the same employer, list each separately. Begin with the MOST RECENT employment and work backward consecutively. If you need more space, list in the same format on blank 8½ x 11 sheets.

LENGTH OF EMPLOYMENT From: Mo. _____ Yr. _____ To: Mo. _____ Yr. _____	FIRM NAME	ADDRESS	CITY AND STATE
	TYPE OF BUSINESS	YOUR TITLE	NAME & TITLE OF IMMEDIATE SUPERVISOR
SALARY OR WAGE Starting _____ per _____ Final _____ per _____	DUTIES: Describe the nature of the work PERSONALLY performed by you with estimated PERCENTAGE OF TIME on each type of work. State size and kind of working force, if any, supervised by you and extent of such supervision.		
TOTAL HRS. PER WEEK			
REASON FOR LEAVING			

LENGTH OF EMPLOYMENT From: Mo. _____ Yr. _____ To: Mo. _____ Yr. _____	FIRM NAME	ADDRESS	CITY AND STATE
	TYPE OF BUSINESS	YOUR TITLE	NAME & TITLE OF IMMEDIATE SUPERVISOR
SALARY OR WAGE Starting _____ per _____ Final _____ per _____	DUTIES: Describe the nature of the work PERSONALLY performed by you with estimated PERCENTAGE OF TIME on each type of work. State size and kind of working force, if any, supervised by you and extent of such supervision.		
TOTAL HRS. PER WEEK			
REASON FOR LEAVING			

LENGTH OF EMPLOYMENT From: Mo. _____ Yr. _____ To: Mo. _____ Yr. _____	FIRM NAME	ADDRESS	CITY AND STATE
	TYPE OF BUSINESS	YOUR TITLE	NAME & TITLE OF IMMEDIATE SUPERVISOR
SALARY OR WAGE Starting _____ per _____ Final _____ per _____	DUTIES: Describe the nature of the work PERSONALLY performed by you with estimated PERCENTAGE OF TIME on each type of work. State size and kind of working force, if any, supervised by you and extent of such supervision.		
TOTAL HRS. PER WEEK			
REASON FOR LEAVING			

EXPERIENCE (LIST ANY ADDITIONAL WORK EXPERIENCE OR VOLUNTEER WORK - ACCOUNT FOR ALL TIME SINCE SCHOOL)

DATE (Mo. & Year)		NAME OF EMPLOYER	ADDRESS	YOUR TITLE	YOUR SALARY	REASON FOR LEAVING
From	To					

FIRST JUDICIAL DISTRICT OF PENNSYLVANIA

VOLUNTARY EEO SELF-IDENTIFICATION QUESTIONNAIRE

Applicants are considered for all positions without regard to race, color, sex, national origin, veteran status, or disability status. As an Affirmative Action/Equal Employment Opportunity employer, The First Judicial District of Pennsylvania complies with government regulations and affirmative action responsibilities. This information will be kept confidential.

It is requested that each applicant for employment with the First Judicial District of Pennsylvania - Philadelphia County provide the following information. This information is voluntary and will not be considered in the selection process.

I choose not to self Identify

1. Ethnic Group (*please check one*)

Hispanic or Latino

White (not Hispanic or Latino)

Black or African American (not Hispanic or Latino)

Native Hawaiian or Pacific Islander (not Hispanic or Latino)

Asian (not Hispanic or Latino)

American Indian or Alaskan Native (not Hispanic or Latino)

Two or More Races (not Hispanic or Latino)

2. Gender: _____

3. Position Applied For: _____

I certify that the above information is true and correct. (*Please print legibly*)

Date: _____

Name: _____

(Signature)