



Compliance Specialist Investigations Division

About OSC:

The Office of the State Comptroller (OSC) is an independent state agency that oversees the Executive Branch of state government. Our mission is to make the government in New Jersey more efficient, transparent, and accountable. Our office audits and investigates municipalities, school districts, and counties; state colleges and universities; independent state authorities; and state agencies. We also oversee government expenditures, review public contracts, evaluate local and state programs, and oversee New Jersey's Medicaid program. We detect and uncover fraud, waste, and abuse and share our findings through public reports.

About the Role:

The Investigations Division within OSC detects and uncovers fraud, waste, and abuse in New Jersey government through investigations, evaluations, inspections, and reviews. Among other activities, the Division monitors the performance of elected officials, public employees, and programs; uncovers waste and misconduct involving public funds; and releases reports that include findings and recommendations.

Responsibilities:

- Participate in and assist with investigations, audits, performance reviews, and evaluations.
- Assist in preparation of written reports and guidance involving investigations.
- Assist in the preparation and enforcement of remediation plans for entities that are found by the State Comptroller to have deficient practices or procedures.
- Assist with quantitative and qualitative research related in New Jersey in accordance with OSC's statutory powers.
- Assist in the development and maintenance of analytical and investigative databases to support Division investigations.
- Collaborate with Division attorneys and investigators in developing and implementing investigative plans.
- Perform other duties and special projects, as assigned.

Requirements:

- A Bachelor's degree from an accredited college or university.
- 1-3 years of experience in in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.
- Excellent verbal and written communication skills.

The ideal candidate will have the following:

- Knowledge of local and state government in New Jersey.
- Ability to independently identify potential issues and offer resolutions.
- Proficiency in Excel and/or Access, with the ability to analyze and manipulate data using pivot tables, formulas such as vlookups, and/or macros.
- Strong organizational skills to meet deadlines.

Interested candidates should submit a cover letter, resume and three references to:

Paola Belardo
Office of the State Comptroller
P.O. Box 024 Trenton, NJ 08625
Email: careers@osc.nj.gov

NOTE: Residency Requirements - Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The Office of the State Comptroller is proud to be an equal opportunity employer. We are committed to providing a work environment that supports, inspires, and respects all individuals and in which personnel processes are based on merit, performance, and business needs. We do not discriminate on the basis of race, religion, color, national or ethnic origin, gender, sexual orientation, gender identity, gender expression, familial status, citizenship, age, or status as an individual with a disability. We believe that diversity and inclusion among our staff is critical to our success. We seek to recruit, develop and retain the most talented people from a diverse candidate pool and encourage applicants from all backgrounds and experiences to apply.

SAME Applicants: If you are applying under the "NJ SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume. For more information on the SAME Program visit their website at <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.