



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

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| <b>POSTING #:</b><br>2023 - 020 - P | <b>ISSUE DATE:</b><br>March 22, 2023 | <b>CLOSING DATE:</b><br>April 28, 2023 |
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| <b>TITLE:</b> Auditor Accountant Trainee                         | <b>OPEN TO:</b> General Public                   |
| <b>DIVISION:</b> Department Wide                                 | <b>TITLE CODE:</b> 50961 <b>RANGE:</b> P95       |
| <b>UNIT:</b> Various   | <b>WORKWEEK:</b> 35 Hours                        |
| <b>LOCATION:</b> Trenton, New Jersey & Lawrenceville, New Jersey | <b>SALARY RANGE:</b> \$ 46,431.86 - \$ 48,531.07 |

### POSITION DESCRIPTION

The State of New Jersey, Department of the Treasury is seeking Auditor Accountant Trainees within various units across the Department. As a trainee and productive worker, Auditor Accountant Trainees perform work involved in making field and office audits, evaluating program objectives and effectiveness, appraising the utilization of fiscal resources, and/or in keeping financial records and reports in a state department, institution or agency. Appointees to a Trainee title will serve a four (4) month working test period and a one (1) year training period concurrently. Upon successful completion of one (1) year training period, incumbent will be advanced to the journeyman title. A Civil Service examination is not required for this advancement.

Standard workweek is Monday through Friday. Position offers a comprehensive benefits package including medical, prescription and prescription drug coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays. These positions may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details will be made available throughout the interview process.

**Positions are available within the offices listed below. A preference form must be completed and included with your submission in order to be considered. Interviews will be granted based on resume.**

- Office of Administrative Law**
- Division Pensions & Benefits**
- Office of Management & Budget**
- Division of the State Lottery**
- Unclaimed Property Administration**

### POSITION REQUIREMENTS - **TRACK 1** POSITIONS

**Education:** Graduation from an accredited college or university with a Bachelor's degree, including or supplemented by twenty one (21) semester hour credit in professional accounting courses which may include courses in municipal or government accounting. Proof of degree and 21 semester credits is required.

**Note:** Possession of a valid Certificate as a Certified Public Accountant or Registration as a Public Accountant issued by the New Jersey State Board of Accountancy may be substituted for the required degree in accounting.

**Advancement** Positions assigned to career track 1 will advance to the corresponding journey level title upon the successful completion of the trainee period. Track 1 trainees advance to the Accountant 3, Auditor 1, Auditor 3 Taxation, Financial Examiner or Municipal Finance Auditor 3 titles. For more information, please visit <https://info.csc.state.nj.us/jobspec/50961.htm>.

### POSITION REQUIREMENTS - **TRACK 2** POSITIONS

**Education:** Graduation from an accredited college or university with a Bachelor's degree, including or supplemented by twenty one (21) semester hour credit in any combination of Accounting, Business Administration, Economics, or Finance courses.

**Advancement** Positions assigned to career track 2 will advance to the corresponding journey level title upon the successful completion of the trainee period. Track 2 trainees advance to the Administrative Analyst 1, Fiscal Management title. For more information, please visit <https://info.csc.state.nj.us/jobspec/50961.htm>.



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### IMPORTANT NOTES

**SAME Applicants:**

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

**Veteran's Preference:**

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

**Foreign Degrees:**

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

**Residency:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:**

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

### INSTRUCTIONS TO APPLY

**If you are qualified, please submit the documents listed below by 5:00 p.m. on April 28, 2023:**

- Cover letter/Letter of interest
- Resume
- Copy of transcript (unofficial copy reflecting credits in the required courses)
- Preference Form (must be completed in its entirety. Changes will not be accepted after submission)

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

**(Please list the "2023-020-P - Auditor Accountant Trainee" in the Subject Line)**

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

**THIS IS NOT A PROMOTIONAL ANNOUNCEMENT**

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by:

*Antoinette Sargent (nr)*  
Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*



# NEW JERSEY DEPARTMENT OF THE TREASURY

Posting # 2023-020-P Auditor Accountant Trainee Preference Form

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE #: \_\_\_\_\_

**Have you established NJ Veterans Preference through the NJ Civil Service Commission?**

**YES** – Proof must be included with the submission

**NO**

**Are you applying under the New Jersey “SAME Program”?**

**YES** – Proof must be included with the submission

**NO**

**Are you currently pursuing a Bachelor’s degree and expect your degree to be awarded this upcoming Spring or Summer? If so, please specify below:**

**YES**, I am scheduled to graduate in May

**YES**, I am scheduled to graduate in August

**NO**

**Do you possess a valid certificate as a Certified Public Accountant (CPA) or a registration as a Public Accountant issued by the New Jersey State Board of Accountancy?**

**YES** – Proof must be included with the submission

**NO**

**Track 1 eligibility – Do you possess twenty-one (21) semester hour credits in professional accounting courses which may include courses in municipal or governmental accounting?**

**YES** – Proof must be included with the submission

**NO**

**Track 2 eligibility – Do you possess twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics, or Finance courses?**

**YES** – Proof must be included with the submission

**NO**



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**Opportunities are available within the offices/divisions listed below. Please review each office description and confirm your interest by selecting “interested” or “not interested” for each office. Consideration will not be given if a preference form is not submitted with your response. Changes will not be accepted once submitted.**

INTERESTED  NOT INTERESTED

## OFFICE OF ADMINISTRATIVE LAW (TRACK 2)

The Office of Administrative Law seeks to hire a trainee to assist and be responsible for the budget management and fiscal operations of the agency. The incumbent will learn to prepare the quarterly billing utilizing timesheets maintained in OAL’s internal case tracking system, learn to prepare the annual State Assessment which is currently at \$1.2 million, learn to prepare the annual Rule Assessment to bill each requesting agency for their portion of costs, maintain a spreadsheet of funds billed and received, learns to prepare Memorandum of Understanding billing, prepare correspondence, follow up with agencies regarding payments, utilizes NJCF, MACS-E, NJSTART, Business Objects, and Excel to carry out duties. Performs other related duties as required.

INTERESTED  NOT INTERESTED

## OFFICE OF MANAGEMENT AND BUDGET (TRACK 1)

The Office of Management & Budget seeks to hire a trainee within the Financial Management section. The incumbent will learn to prepare monthly reconciliation of General Fund accounts, Labor Funds, and Trust Fund accounts; process Cash Receipts for deposit corrections and/or dishonored checks for bank corrections; prepare Journal Vouchers for the daily movement between zero balance accounts and the wire transfers to ensure the General Ledger maintains an accurate balance; process deposits via the Remote Deposit module within the Web-based Bank system; and add issues and cancels on the web-based Inquiry System for non-ARP accounts. This position is responsible for analyzing and addressing any discrepancies with the different agencies’ accounts; transferring tracers from the Cash Accounting Tracer Tracking System to the Unclaimed Property Agency for their processing; scanning documents to the Cash Accounting Tracer Tracking System to link to the different tracers, so backup documentation is available for each tracer; and managing correspondence that comes to the Unit. Performs other related duties as required.

INTERESTED  NOT INTERESTED

## UNCLAIMED PROPERTY ADMINISTRATION (TRACK 1)

The Unclaimed Property Administration is seeking Trainees to join our Field Audit unit to learn and perform unclaimed property audit examinations of various corporate entities to ensure compliance with the State of New Jersey’s Uniform Unclaimed Property Act. Entities include but are not limited to, Banks, Brokerage firms/Wealth Managers, Insurance companies, Manufacturers, Retailers, and all other businesses and industries with a domicile, physical presence, or business operations in New Jersey. This entry-level position will learn how to organize and analyze financial and non-financial information with attention to detail and accuracy. Responsibilities will include the review and analyses of financial statements, corporate policies, and procedures, performing securities research such as corporate actions and stock and mutual fund pricing, and preparation of audit work papers and other ad hoc analyses and related material. Comprehensive training will be provided. Performs other related duties as required. **This position requires the appointee to possess a driver’s license valid in New Jersey in order to perform the essential duties of the position.**



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INTERESTED  NOT INTERESTED

## DIVISION OF PENSIONS AND BENEFITS (TRACK 1)

The Division is seeking Trainees to fill vacancies in various sections within the Office of Financial Services. Qualified candidates will learn how to perform the following duties: audits of pension contribution reports filed by participating employers; audits of active member accounts, which include reviewing service, salary, and contribution information; assists in balancing and processing of retired payroll; reconciles budget appropriation account expenditures to internal records; maintains and updates reports summarizing expenditures for select employee benefit appropriation accounts; verifies benefit claim charges assessed the plans by third-party administrators; investigates and resolves billing discrepancies; responds to tax inquiries from plan members and employers; assists with the preparation and issuance of the annual 1099R forms to pension plan recipients; reviews and corrects 1099R data and verify and correct tax information posted to retired member accounts. Selected candidates may also learn to assist in preparing cost projections to determine the fiscal impact of proposed/pending legislation impacting the Pension and Health Benefits plans. Performs other related duties as required. **This position requires the appointee to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.**

INTERESTED  NOT INTERESTED

## DIVISION OF THE STATE LOTTERY (TRACK 1)

Are you looking for something exciting and unique in civil service? The Division is looking to add a new member to its team. The New Jersey Lottery is a rare public service opportunity that combines the personal benefits of state service with the excitement and pace of the entertainment/gaming industry. This team member will help support our retailer network by analyzing existing retailer sales and sales commission reports, creating accounting reports for retailers, processing retailer payments and logging transactions into the Lottery's financial system, and working with current and former retailers to ensure all reporting and payments information is completed within Lottery requirements. Comprehensive training and ongoing support will be provided for all tasks. The Lottery also provides a hybrid remote work option and an opportunity to earn a secondary income working accounting and studio support for our daily game drawings. Performs other related duties as required. **This position requires the appointee to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.**