



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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MATTHEW J. PLATKIN
Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

May 24, 2023 NOTICE OF JOB VACANCY #23-357

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, New Jersey Racing Commission, for applicants who meet the requirements specified below:

TITLE: Administrative Analyst 3, Accounting
SALARY: \$72,836.90 to \$103,620.41
LOCATION: [New Jersey Racing Commission](#)
Parimutuel Wagering
140 East Front Street
Trenton, NJ 08625
Statewide travel required for work responsibilities

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the general supervision of an Administrative Analyst 4, Accounting, or other supervisory staff, develops, reviews, analyzes, and appraises financial procedures and performance and prepares recommendations for changes and/or revisions therein; does other related duties. Please see the Civil Service Commission (CSC) job specification for additional information: <https://info.csc.state.nj.us/jobspec/50075C.htm>

REQUIREMENTS

EDUCATION: Graduation from an accredited college with a Bachelor's degree including or supplemented by twenty-one (21) credit hours in accounting. *A copy of your transcript is required.*

NOTE: A valid New Jersey Certificate as a Certified Public Accountant issued by the New Jersey State Board of Accountants may be substituted for the Bachelor's degree plus the twenty-one (21) credit hours in accounting.

EXPERIENCE: Three (3) years of variety of experiences involving the auditing or the installation, operation, and maintenance of large-scale accounting systems.

NOTE: Applicants who possess the twenty-one (21) credit hours in accounting but do not possess a Bachelor's degree may substitute additional experience as indicated on a year for year basis thirty (30) credit hours is considered equal to one (1) year of college. *A copy of your transcript is required.*

NOTE: A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of experience as indicated above.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey.

RESUME NOTE: Eligibility determinations will be based upon verification of the 21 required credits in accounting and information presented in resume. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency, including a course-by-course evaluation, prior to the closing date. Failure to do so will result in your ineligibility.

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

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting

HOW TO APPLY: If qualified, please send a cover letter indicating interest in job vacancy announcement #23-357, a copy of your final unofficial transcripts to verify the required (21) credits in accounting, and a current resume to the Recruitment Coordinator via email at LPS.Humanresources@njoag.gov on or before the closing date of **June 7, 2023**.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

