



Administrative Analyst

New Jersey Office of the State Comptroller

About the Office:

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 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; Medicaid program stakeholders; and state agencies. We also oversee government expenditures, review public contracts, recover misspent funds, and evaluate local and state programs. By sharing our findings through public reports, we detect, uncover and address fraud, waste and abuse, and promote the efficient and appropriate expenditure of public funds.

About the Role:

The OSC seeks a professional, motivated individual with analytical skills to identify areas of high risk for fraud, waste, and abuse.

Responsibilities:

- Assists in the review and analysis of report review processes.
- Conducts the collection of data and assists in the preparation of administrative and operational reports.
- Assists in identifying control weaknesses and areas of high risk for fraud, waste, or abuse and develop recommendations to address those weaknesses.
- Reviews, prepares, proofreads, and files/transmits documents, with appropriate oversight.
- Assists in the coordination of office operations.
- Provides customer service and communicates with internal and external parties in a professional manner.
- Assists with the compilation of information for various projects.
- Creates and maintains confidential reports, templates, records, internal tracking databases, spreadsheets, and files.
- Drafts memoranda and correspondence.
- Provides administrative support services to MFD and Senior Staff as needed.

Requirements:

- A Bachelor's degree from a four-year accredited college or university.
 - Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.
- At least one (1) year of experience in one or more of the following: data analytics, accounting, auditing, financial fraud, data mining, quantitative analysis, or investigations.
- Proficiency in Excel and/or Access, with the ability to analyze and manipulate data using pivot tables, formulas such as vlookups, and/or macros.

The ideal candidate will have the following skills and experience:

- Knowledge of local and state government in New Jersey.
- Ability to analyze and understand complex data sets from external entities
- Ability to independently identify potential issues and offer solutions.
- Ability to interpret and apply New Jersey Statutes and regulations.
- Strong organizational skills.
- Excellent verbal and written communication skills.

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.