



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

POSTING NUMBER: HR25-0034

ISSUE DATE: 3/25/2025

TITLE: Auditor Accountant Trainee

CLOSING DATE: 4/8/2025

DIVISION / OFFICE / UNIT: Local Government Services / Bureau of Authority and Financial Regulation and Assistance

LOCATION: 101 South Broad Street
Trenton NJ

SALARY RANGE: P95 \$51,987.70

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

Learns to assist in conducting audit reviews to determine compliance to regulations and statutes. Receives training on the smaller budget exam process, single audit review process, and the cap calculation process. Learns to prepare budgets for final examination. Reviews and compares prior year audit to beginning balances in annual financial statement. Learns to audit municipal finance records in accordance with New Jersey statutes. Assists in the preparation of budgets and financial statements as required. Learns to assist in budget amendment reviews and adopted budget reviews. Gathers information needed to provide technical advice and assistance to Auditors and other officials on matters pertaining to accounting, auditing, and budgeting. Learns to assist in the review of Fire District and Authority budgets and audits. Prepares clear, technically sound, accurate, and informative financial, audit, and related reports. Maintains essential records, reports, and files.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION/EXPERIENCE: NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience. NOTE: Positions in this title will be assigned to one of the career tracks identified below and will advance to the corresponding journey level title upon the successful completion of the trainee period.

Track 1: Trainees advancing to the accountant 3, Auditor 1, Auditor 3 Taxation, Financial Examiner or Municipal Finance Auditor 3 titles.

Track 2: Trainees advancing to the Administrative Analyst 1, Fiscal Management title.

For Track 1: Four (4) years of professional experience relevant to the position, including or supplemented by twenty-one (21) semester hour credits in professional accounting courses which may include courses in municipal or government accounting.

OR

Possession of a bachelor's degree from an accredited college or university, including or supplemented by twenty-one (21) semester hour credits in professional accounting courses which may include courses in municipal or government accounting.

OR

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.

For Track 2: Four (4) years of professional experience relevant to the position, including or supplemented by twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics, or Finance courses.

OR

Possession of a bachelor's degree from an accredited college or university, including or supplemented by twenty-one (21) semester hour credit in any combination of Accounting, Business Administration, Economics, or Finance courses.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

SPECIAL TRAINING: n/a

LICENSE: For both Tracks 1 and 2: LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

ADDITIONAL NOTES: The SAME program allows candidates who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program, please go to: <https://www.nj.gov/csc/same/overview/index.shtml>. If you have any questions, please email, resume1@dca.nj.gov or call 609-292-6030. If you are applying under the NJ "SAME" Program, your supporting documents (Schedule A or B letter) must be submitted along with your resume to resume1@dca.nj.gov by the closing date indicated above. DO NOT SUBMIT VIA THE DCA PORTAL.

- A promotable eligible exists within the unit scope
- A promotional list exists within the unit scope
- An open competitive list exists

Please submit a resume and any required documents (licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Resumes may be mailed to:
New Jersey Department of Community Affairs
Office of Human Resources
HR25-0034
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625

Or

Online application available at: <https://njdcportal.dynamics365portals.us/dca-services/public-job-postings>

Interviews will be granted based on resume

NOTE: 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. UNLESS OTHERWISE EXEMPTED FROM THE LAW.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer