



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2024 - 042 - P	<b>ISSUE DATE:</b> March 1, 2024	<b>CLOSING DATE:</b> April 30, 2024
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<b>TITLE:</b> Auditor Accountant Trainee	<b>OPEN TO:</b> General Public
<b>DIVISION:</b> Various	<b>TITLE CODE:</b> 50961 <b>RANGE:</b> P95
<b>UNIT:</b> Various	<b>WORKWEEK:</b> 35 Hours
<b>LOCATION:</b> Various	<b>SALARY RANGE:</b> \$48,056.98 - \$50,229.66

### JOB 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, does the 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; does related work. A full list of examples of work for illustrative purposes only can be viewed on Civil Service Commission’s website at [info.csc.state.nj.us/jobspec/50961.htm](http://info.csc.state.nj.us/jobspec/50961.htm).

**EXAMPLES OF WORK:**

- Learns to assist in performing evaluations of program activities to establish the validity of program objectives and the effectiveness of program operational policies and procedures in accomplishing these objectives.
- Learns to conduct intensive investigations and prepare detailed recommendations relating to proposed expansion, continuation, or elimination of programmatic needs and functions, and groups of positions.
- Learns to prepare clear, sound, accurate, and informative statistical and other reports containing findings, analyses, conclusions, and recommendations.
- Learns to analyze operational problems brought to light through budget studies, requests, and hearings.
- Learns to compile and interpret data, to appraises agency situations and to develop courses of action for the more effective utilization of fiscal management resources.
- Learns to conduct field and office investigations, examinations, and audits of books and financial records in various state agencies.
- Learns to conduct inspections of financial transactions and records to ensure department regulations and accounting procedures are observed.
- Learns to conduct field audits of the financial records of state agencies and/or those businesses or industrial enterprises coming under the jurisdiction or regulations of the State of New Jersey, including the audit of tax duplicates, bills of sale, payroll records, and other books and records of private employers and state and local government institutions and agencies.
- Learns to audit and edit reports of costs and other financial summaries and statements.
- Learns to compile financial and other statements and reports using basic data.
- Learns to record accounting transactions in accordance with established department account procedures.
- Learns to examine the monthly reports of state and other agencies to determine correctness of the appropriation account, receipts, transfers, disbursements, and balances.
- Learns to conduct reviews of financial transactions, and supplements these by field visits to verify accounting and fiscal practices.
- Learns to maintain accounting or auditing records and files.
- Learns to assist with preparation of the budget request of the department or unit, interprets such request, and prepares statements of the allocation and disbursement of budgeted funds.

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.

**Candidates anticipating graduation in May 2024 or August 2024 are encouraged to apply.**



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### POSITION REQUIREMENTS

**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.

#### **Education and Experience for TRACK 1:**

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-

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-

A combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

-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.

#### **Education and Experience for TRACK 2:**

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

-OR-

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

-OR-

A combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

#### **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.

#### **Note:**

Please refer to the Advancement section located at the bottom of [this title specification](#) for a comprehensive list of approved journeyman titles connected to this trainee title. Experience must be related to the journeyman title associated with the position.

#### **License:**

Appointees 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.

#### **Advancement:**

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.



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### IMPORTANT NOTES

**Vacancy Notice:**

This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

**SAME Applicants:**

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

**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 initial application.

**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 30, 2024:**

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

**Treasury Employment Recruiter**

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

**(Please list the "2024-042-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.

Authorized by: Antoinette Sargent (nr)  
Antoinette Sargent, Human Resource Officer  
*The State of New Jersey is an Equal Opportunity Employer*