



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting

POSTING #: 23-00086

TITLE: Auditor Accountant Trainee

ISSUE DATE: 3/3/2023

TITLE CODE: 50961

CLOSING DATE: 4/12/2023

DIVISION: Accounting & External Audit

LOCATION: Ewing

UNIT: Agreement Accounting

RANGE: P95

SALARY: \$46,431.86

POSITION: Multiple

WORK WEEK: 35 hours

DESCRIPTION

The New Jersey Department of Transportation is accepting applications for candidates interested in an Auditor Accountant Trainee position for the Division of Accounting and External Audit. Auditor Accountant Trainees are assigned a 35 - hour work week. As a NJ State Department, NJDOT offers a comprehensive benefits package including Health Care (medical, prescription drug, dental, and vision care), Pension, Deferred Compensation, 13 paid holidays, and Benefit Leave (12 vacation days, 15 sick days, and 3 administrative days).

STUDENTS ANTICIPATING GRADUATION IN MAY 2023 ARE ENCOURAGED TO APPLY

The Department of Transportation (DOT) currently offers a telework pilot program, and this position may qualify for up to 2 days of remote work at your primary residence outside of your assigned DOT work location. This program does not supersede the "New Jersey First Act", which requires newly hired NJDOT employees to establish, and then maintain, principal residence in the State of New Jersey.

New hires will not be eligible for the telework pilot program until they successfully complete their 4 - month working test period.

SALARY

Starting salary: \$46,431.86

After six months: \$48,531.07

After successful completion of one year training, you will advance to the journeyman title of Auditor 1 with a starting salary of: \$53,050.20

The Division of Accounting and External Audit is within the Assistant Commissioner's Office of Finance & Administration, which also includes the Division of Budget, Information Technology, Procurement, Capital Investment and Program Coordination. Our mission statement is to provide services in an accurate, reliable, user friendly and timely manner. The Division is comprised of the following Bureaus: Director's Office, Accounting Operations, Agreement Accounting, and External Audit.

More specifically, the Division of Accounting & External Audit is responsible for:

- Financial Reporting to the Department of Treasury
- Payment functions for the entire Department, document scanning, OPRA requests
- Revenue collection related to Federal Highway Administration; Federal Grants and non - State funded agreements
- Auditing of professional services contracts

Bureau of Agreement Accounting:

The primary responsibilities of the unit involves the revenue functions of the Department and it is broken out by two units:

Revenue and Capital Accounting. This position would be performing accounting functions within both units. Revenue Accounting is responsible for Federal Highway mandated financial management activities including billings, Federal Grant administration, financial administration of cost sharing agreements, recording of cash receipts, and accounts receivable management including delinquent debt.

Capital Accounting is responsible for certification of funds related to the Capital Construction program, appropriation accounting including transfers and encumbrances, tracking of multiyear funded projects, intergovernmental payments between the Department and other State Agencies, and Federal agreement closings and suspense analysis.

REQUIREMENTS

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.

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.

For more information regarding this position, please refer to:

<http://info.csc.state.nj.us/jobspec/50961.htm>

Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOT does not provide sponsorship or accept student OPT/CPT program, F1 or H1B work authorization visas.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14 - 7 (L.2011, Chapter 70), also known as the "New Jersey First Act."

TO APPLY

You must apply through the NJDOT website at:

<https://www.state.nj.us/transportation/about/employ/openings.shtm>

Submit a complete packet by the closing date that includes the following documents:

- NJ State Application for Employment (Application instruction can be found at link above)
- Letter of interest
- Current resume
- Copy of unofficial transcript OR foreign degree evaluation

IMPORTANT NOTES

Proof of Degree: You must provide transcript or evaluation of your **UNDERGRADUATE** degree.

Foreign degree evaluation must be evaluated by a USA recognized evaluation service and include your course - by - course evaluation.

Incomplete Packets: Applicants MAY NOT be considered if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically. Applicants will be selected for an interview on the basis of their application/resume.

Current State employees: Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

NJDOT provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please email dot - hr.ada@dot.nj.gov. Determinations on requests for reasonable accommodation will be made on a case - by - case basis.

SAME APPLICANTS: If you are under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by closing date indicated above. 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.

New Jersey Is An Equal Opportunity Employer