

STATE OF NEW JERSEY

Philip D. Murphy
Governor

VACANCY ANNOUNCEMENT

Tahesha L. Way
Lt. Governor

Open to: GENERAL PUBLIC

Applicants who applied to 2023-214, need not apply. **Latrecia Littles-Floyd**
Acting Chair and Chief Administrator

POSTING #: 2023-214A	ISSUE DATE: 07/30/2024	CLOSING DATE: 08/13/2024	
TITLE: Auditor Accountant Trainee	RANGE/TITLE CODE: P95/50961	SALARY: \$49,738.97 - \$51,987.70	
UNIT: Motor Carrier Services	LOCATION: Trenton, NJ	WORKWEEK: 35	# VACANCIES: 1

GENERAL DESCRIPTION:

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.

REQUIREMENTS (EDUCATION/EXPERIENCE/LICENSES)

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.

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. 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.

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.

OPEN TO THE FOLLOWING: General Public

Please note that only applicants who submit an application, cover letter, resume, college transcripts, and personal relationship disclosure statement completed in their entirety will be considered for employment.

Applications can be found at: <https://www.nj.gov/mvc/pdf/employ/ApplicationForEmployment.pdf>

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 by the 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. 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 and the Fast Track Hiring program, please click here if you have any questions, please email, or call the contact as indicated on the job vacancy announcement.

FILING INSTRUCTIONS:

Apply via mail or e-mail by submitting an MVC application, your resume, cover letter, college transcripts, and personal relationship disclosure statement (attached) *including the posting number on the subject line and your telephone number* by 5:00 p.m. on the closing date. If review of your resume indicates that you copied from the job specification, your resume will not be considered for this notice of vacancy. Send to:

MAIL:
New Jersey Motor Vehicle Commission
Attn: HR Recruiter
225 East State Street
P.O. Box: 050
Trenton, NJ 08666

ELECTRONIC FILING:
mvcrecruiter@mvc.nj.gov

INTERVIEWS WILL BE GRANTED UPON REVIEW OF QUALIFICATIONS LISTED ON RESUME.
REASONABLE ACCOMMODATIONS WILL BE MADE FOR QUALIFIED APPLICANTS OR EMPLOYEES WITH DISABILITIES.
JOB POSTING AUTHORIZED BY: Angela LaMorte, Director of Human Resources

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- Any appointments made from postings which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.
- As of September 2010, in accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.

The New Jersey Motor Vehicle Commission is an Equal Opportunity Employer



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