



State of New Jersey

DEPARTMENT OF EDUCATION

Notice of Vacancy

The Commissioner of Education invites applications from qualified candidates for the following:

Reference Number: DOE-090-23

Title: Auditor Accountant Trainee
Range/Title Code: P95/50961
Salary: \$46,431.86 - \$48,531.07
Position Number: 050442
Issue Date: September 11, 2023

Closing Date: October 2, 2023
Core Hours of Operation: 7:30 a.m. – 5:30 p.m.
Location: Trenton, New Jersey
Division: Division of Field Support and Services,
Office of Fiscal Accountability and Compliance

Description:

Under the Director, State Audit Unit in the Office of Fiscal Accountability and Compliance 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; participates as a member of an audit team or works independently to complete audits as per the State Aid Audit annual unit audit plan; audits in accordance with NJSA 18A, NJAC 6A, audit programs; utilizes various types of electronic and computerized information systems to develop detailed audit workpapers which document all of the audit conclusions, findings and state aid errors; assists or writes up specific audit findings; and performs other related work as required

Requirements:

Education: 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.

Preferred Experience: At least two years of experience in examining, analyzing and interpreting accounting systems, records, and reports by applying generally accepted accounting or auditing principles.

Note: Applicants must submit a copy of their final unofficial transcripts, which indicates the date a degree was conferred, and the type of degree conferred. Failure to submit final unofficial transcripts may result in disqualification from consideration.

Advancement: Appointees who successfully complete the twelve (12) month training period will be eligible for advancement to the following title under Civil Service Commission procedures: Auditor 1. The inability of an employee in this trainee title to attain a level of performance warranting advancement to the title listed above shall be considered as cause for separation.

Open to the Following:

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

Applicants must meet the requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission's website:

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

Authorization to work: selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Immigration and Customs Enforcement regulations.
Note: The State of New Jersey does not provide sponsorships for work visas.

Forward a cover letter and resume electronically to:
resume3@doe.nj.gov (include the Reference # in the subject line)

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 the Civil Service Commission at (833) 691-0404.

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.