



## Auditor

### New Jersey Office of the State Comptroller

Auditor 1 Salary Range: P19 - \$53,050.20-\$74,905.98

Auditor 2 Salary Range P22 - \$60,711.81-86,030.97

#### About the Office:

The Office of the State Comptroller (OSC) is an independent State agency that oversees the Executive Branch of state government. Our mission is to make government in New Jersey more efficient, transparent and accountable. Our office audits and investigates municipalities, school districts, and counties; state colleges and universities; independent state authorities; and state agencies. We also oversee government expenditures, review public contracts, evaluate local and state programs, and oversee the Medicaid program. We detect and uncover fraud, waste, and abuse and share our findings through public reports.

#### About the Division:

OSC's Audit Division audits the performance of public entities in New Jersey and publishes findings and recommendations. The Division audits local governments, including municipalities, school districts, and counties, state colleges and universities, state agencies, and independent state authorities. The audits evaluate whether entities receiving public tax dollars are operating efficiently and in the best interest of all taxpayers. The auditors look for proper internal controls to make sure there are checks and balances in place to prevent waste, fraud and abuse of taxpayer dollars.

#### About the Role:

Staff Auditors will assist in performing audits and evaluations of agency programs to ensure taxpayer funds are spent efficiently. In addition, they will conduct intensive investigations and prepare detailed recommendations relating to best practices and programmatic compliance with statutes, regulations, and policies. ***Based on the level of experience, successful candidates will be placed in either an Auditor 1 or Auditor 2 title.***

#### Responsibilities:

- Assist in conducting performance audits of state agencies, independent authorities, county or municipal governments, and boards of education in accordance with Generally Accepted Government Auditing Standards (GAGAS).
- Conduct audit planning, testing procedures, and prepare audit documentation pursuant to GAGAS and OSC Policy.
- Draft and assist in the development of audit plans and program risk assessments.
- Conduct auditee interviews in a professional manner.
- Prepare work papers and prepare draft audit reports in compliance with GAGAS and OSC policy as evidenced by good Quality Control results and strong performance with standards and other related metrics, including time budgets and project deadlines.
- Assist in ensuring effective and efficient work papers that meet GAGAS and OSC standards.
- Assist in producing audit reports that identify areas for greater effectiveness, efficiencies, and

economical operations.

**Requirements:**

- Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in accounting subjects.
- One (1) year of accounting or auditing experience

**The ideal candidate will have the following skills and experience:**

- Knowledge of and experience conducting performance audits in accordance with GAGAS preferred.
- Excellent written and verbal communication skills.
- Proficient with Windows XP, Microsoft Office (Word, Excel, Access, PowerPoint), Microsoft Outlook
- Experience with automated work paper software.
- Working knowledge of State government, municipal government or school district financial statements and operations.
- CPA, CIA, CFE or other similar certification.
- Experience with financial audits involving government entities.

**Interested candidates should submit a cover letter, resume and three references to:**

Paola Belardo  
Office of the State Comptroller  
P.O. Box 024 Trenton, NJ 08625  
Email: [careers@osc.nj.gov](mailto:careers@osc.nj.gov)

**NOTE:** In accordance with N.J.S.A. 52:15C-5, OSC employees and personnel shall be deemed confidential employees and shall serve in the unclassified service of the Civil Service. Residency Requirements - 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.

*The Office of the State Comptroller is proud to be an equal opportunity employer. We are committed to providing a work environment that supports, inspires, and respects all individuals and in which personnel processes are based on merit, performance, and business needs. We do not discriminate on the basis of race, religion, color, national or ethnic origin, gender, sexual orientation, gender identity, gender expression, familial status, citizenship, age, or status as an individual with a disability. We believe that diversity and inclusion among our staff is critical to our success. We seek to recruit, develop and retain the most talented people from a diverse candidate pool and encourage applicants from all backgrounds and experiences to apply.*

**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. For more information on the SAME Program visit their

website at <https://nj.gov/csc/same/overview/index.shtml> , email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.