



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting

POSTING #: 24-00206

TITLE: Auditor Accountant Trainee

ISSUE DATE: 6/6/2024

TITLE CODE: 50961

CLOSING DATE: 6/26/2024

DIVISION: Accounting & External Audit

LOCATION: Ewing

UNIT: Accounting Operations

RANGE: P95

SALARY: \$48,056.98

POSITION: 1

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.

STUDENTS ANTICIPATED TO GRADUATE IN FALL 2024 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: \$48,056.98

After six months: \$50,229.66 After successful completion of one year training, you will advance to the journeyman title of Auditor 1 with a starting salary of: \$54,906.96

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

THIS POSTING IS RECRUITING FOR 1 POSITION WITHIN THE DIVISION

Bureau of Accounting Operations:

Working within the Accounting Operations unit, this position is responsible for all aspects of Accounts Payable, including but not limited to the auditing of the submitted invoice and supporting documentation in accordance with State and Federal regulations and laws related to Capital payments (Building of Roads and Bridges) and the general operations of the Department. This position is also responsible for reviewing the underlying contracts and paying in accordance with the stated payment provisions. Shared files are utilized via Microsoft SharePoint which is used to enhance team collaboration. IBM File Net Content Manager is used as our document management solution that captures, manages, and shares digital content. Our accounting system, FMIS (Financial Management Information System) is used daily to monitor funding and expenditure information along with various (SAP) Business Objects reports. Microsoft Office Suite also used daily to accomplish work efforts and analyze/reconcile funding or expenditure problems.

Preferred Skills:

- **Strong organizational and multi - tasking skills to handle multiple/competing planned and unplanned priorities.**
- **Excellent verbal and written communication skills including strong listening/interpersonal skills.**
- **Strong time management skills.**
- **Detailed oriented with strong organization, analytical and problem - solving skills.**
- **Experience with Microsoft Office Suite and Microsoft Share point.**
- **Experience with workflow applications.**
- **Ability to work independently and as part of a team.**

REQUIREMENTS

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.

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

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

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.

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

Applications must be submitted via 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 609 - 292 - 4144, option 3.

BENEFITS PACKAGE

As a NJ State Department, NJDOT offers a comprehensive benefits package including:

- Health Care (medical, prescription drug, dental & vision care)
- Pension
- Deferred Compensation
- 13 paid holidays
- Benefit Leave (12 vacation days, 15 sick days and 3 administrative days)
- Training & Tuition Aid Opportunities

New Jersey Is An Equal Opportunity Employer