



State of New Jersey

PHIL MURPHY
Governor

CASINO CONTROL COMMISSION
TENNESSEE AVENUE AND BOARDWALK
Atlantic City, New Jersey 08401

JAMES T. PLOUISIS
Chairman

TAHESHA WAY, Esq.
Lt. Governor

ALISA BETH COOPER
JOYCE MOLLINEAUX
Commissioners

(609) 441-3422

Accounting/Finance Analyst Intern (paid) – Fall 2024

Name and Location of Agency/Department Requesting Intern:

**New Jersey Casino Control Commission
Licensing & Financial Evaluation Unit
Tennessee Avenue and Boardwalk
Atlantic City, NJ 08401**

Functions of Agency/Department:

The Licensing & Financial Evaluation Unit provides expert advice and consultation to the commissioners on all matters of a financial or economic nature, including economic concentration, in the casino industry.

It performs an objective financial analysis of relevant issues, contributing to the Casino Control

Commission's ("Commission's") independence in the regulatory process. It facilitates the Commission's

financial reporting responsibilities and determines and certifies the amount of revenues which are payable

by casino licensees for use of casino parking spaces, among other things.

Intern Duties/Responsibilities:

Complete one or more research projects. Provide weekly status reports and participate in meetings as

required. Create and deliver findings. Project topics may include the business impact of economic and

market concentration, competition, introduction of new forms of gaming, the effect of various micro- and

macroeconomic events on revenue, or other topics. Other duties may also be assigned.

New Jersey Is An Equal Opportunity Employer

www.njccc.gov

Educational Requirements:

The position is best suited for students with an interest in financial analysis with a background in business or other related field, and a concentration in accounting, economics, or finance. Interested applicants must be at least 18 years of age and actively pursuing an undergraduate, graduate or law degree at a New Jersey academic institution on a full-time basis (at least 12 semester credit hours for undergraduate or 9 semester credit hours for a graduate/law student).

Skills, Training or Qualifications:

The Commission is seeking students who express a sincere interest in a career in the accounting or finance division of a governmental regulatory agency. Previous office experience is preferred. Applicants must be proficient in Microsoft Office, including spreadsheet applications. Internet research experience and ability to understand financial reports is a plus. Attention to detail, the ability to multi-task, and excellent communication skills are essential.

Time Commitment:

Work will be performed on-site with hours set between 8:00 AM to 4:30 PM, Monday through Friday, with a minimum workweek of 14 hours and a maximum workweek of 24 hours.

Compensation:

\$20.00 per hour. Interns are not eligible to receive full-time employee benefits, but will accrue sick leave pursuant to the Earned Sick Leave Law (N.J.S. 34:11D). Upon hire, interns should review and follow the Commission's Leaves of Absence Policy for utilizing earned sick time.

Conditions of Employment:

Applicants must be authorized to work in the United States according to the Department of Homeland Security, US Citizenship and Immigration Services regulations. Applicants on student visas, F1 visas, or H1B visas are not eligible.

Individuals applying under the NJ "SAME" program must submit supporting documents (Schedule A of B letter) with their application.

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principal residence in New Jersey within one (1) year of commencing employment.

Commission employees, including interns, are governed by strict ethical standards as set forth in the Casino Control Act, Commission rules and the Commission's Code of Ethics, as well as ethical standards set forth in the Uniform Code of Ethics, Plain Language Guide, and rules and opinions of the State Ethics Commission ("SEC"). Paid employees including interns are subject to restrictions on post-employment (see SEC Guidelines). Prospective interns are encouraged to review these documents prior to applying as they contain strict employment restrictions and prohibition of certain activities such as political activity and gambling.

Interns are subject to all Commission policies except for the Performance Evaluation Policy and nonapplicable portions of the Leaves of Absence Policy.

NOTE: Completion of an internship does not guarantee full-time permanent employment with the agency, and the internship period may be adjusted or terminated at any time at the Commission's discretion.

Application Process:

Please apply online: <https://www.njccc.gov/jobs> or send a letter of interest and resume to:

mailto:HRResume@ccc.nj.gov

This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need reasonable accommodation for any part of the application and hiring process, please notify the Commission at (609) 441-3614. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

NOTE: In accordance with the New Jersey First Act, P.L. 2011 c.70, effective September 1, 2011, new public employees who are not residents of New Jersey are required to obtain New Jersey residency within one (1) year of employment.

SAME APPLICANTS: If you are applying under the N.J. "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: <https://nj.gov/csc/same/overview/index.shtml>, email:

SAME@csc.nj.gov, or call the N.J. Civil Service Commission at (833) 691-0404.

Application Deadline: September 13, 2024