



UNCLASSIFIED APPOINTMENT NOT TO EXCEED DECEMBER 31, 2026

POSTING NUMBER: HR24-0130

ISSUE DATE: 7/18/2024

TITLE: Auditor 2

CLOSING DATE: 8/1/2024

DIVISION / OFFICE / UNIT: Disaster Recovery and Mitigation / Legal and Regulatory Affairs

LOCATION: 101 S. Broad Street, Trenton, NJ

SALARY RANGE: P23: \$68,049.63 - \$96,532.47

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

Conduct risk assessments evaluating organizational leadership, capacity, expertise, and experience managing and accounting for Federal funds; existing internal controls; prior audit findings; adequacy of policies and procedures and management systems; amount of funding and other factors. Organize risk assessment data using the normalization formula and, based on the results, identify subrecipients for fiscal monitoring. Conduct desk or on-site monitoring reviews to determine compliance with applicable regulations, policies and procedures. Conducts fiscal monitoring by auditing revenues, payroll records, invoices, and other financial documents. Use the appropriate data processing systems to verify accuracy and integrity of accounting records. Conduct operational audits, internal control review and program evaluations to ensure compliance with State, Federal and local law.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION/EXPERIENCE: 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.

Six (6) years of professional accounting or auditing experience, including or supplemented by twenty-one (21) semester hour credits in accounting subjects.

OR

Possession of a Bachelor's degree from an accredited college or university, including or supplemented by twenty-one (21) semester hour credits in accounting subjects; and two (2) years of the above-mentioned professional experience.

OR

Possession of a valid certificate as a CPA issued by the NJ Board of Accountancy; and two (2) years of the above-mentioned professional experience.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

SPECIAL TRAINING: NA

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

ADDITIONAL NOTES: 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, please go to: <https://www.nj.gov/csc/same/overview/index.shtml>. If you have any questions, please email, [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov) or call 609-292-6030. If you are applying under the NJ "SAME" Program, your supporting documents (Schedule A or B letter) must be submitted along with your resume to [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov) by the closing date indicated above. DO NOT SUBMIT VIA THE DCA PORTAL.

- ☐ A promotable eligible exists within the unit scope
- ☐ A promotional list exists within the unit scope
- ☐ An open competitive list exists

Please submit a resume and any required documents (licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Resumes may be mailed to:  
New Jersey Department of Community Affairs  
Office of Human Resources  
HR24-0130  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625

Or

Online application available at: <https://njdcportal.dynamics365portals.us/dca-services/public-job-postings>

Interviews will be granted based on resume

NOTE: 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. UNLESS OTHERWISE EXEMPTED FROM THE LAW.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer