



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

**AMENDED
JOB POSTING
Administrative Analyst 1, Management Auditor**

**UNCLASSIFIED APPOINTMENT
(UNCLASSIFIED APPOINTMENT EXPIRES SEPTEMBER 30, 2017)**

As a result of a Civil Service Commission decision on April 17, 2013, the positions for Interim Appointment within the Sandy Recovery Division have been reallocated to the Unclassified Service. As such, all Interim Appointment job postings related to this division will be unclassified appointments.

NOTE: Candidates who previously applied for these positions and remain interested in Unclassified Appointments, need not reapply.

On Monday, October 29, 2012, Superstorm Sandy hit New Jersey, resulting in a level of damage never before experienced in this state. The Disaster Relief Appropriations Act (HR152) provided \$16 billion in funding to the Department of Housing and Urban Development (HUD) Community Development Block Grant Disaster Recovery (CDBG-DR) program; an initial allocation of \$1,829,520,000 was made to New Jersey. It is expected that there will be additional allocations of CDBG-DR to New Jersey by the HUD Secretary. The New Jersey Department of Community Affairs (DCA) will administer the CDBG-DR funds allocated to New Jersey to rebuild homes, businesses, and infrastructure impacted by Superstorm Sandy.

The DCA is seeking an Administrative Analyst 1, Management Auditor to serve in the Sandy Recovery Division. A new division is to begin operations immediately and expected to remain operational through September 30, 2017.

POSTING NUMBER:	HR-0034	ISSUE DATE:	April 19, 2013
TITLE:	Administrative Analyst 1, Management Auditor	CLOSING DATE:	April 23, 2013
DIVISION / UNIT:	Sandy Recovery Division	SALARY RANGE:	R29: \$72,252.21 - \$103,039.77
LOCATION:	101 South Broad Street Trenton, New Jersey	DISTRIBUTION:	STATEWIDE
POSITIONS:	2		

DESCRIPTION OF MAJOR DUTIES:

Under direction, supervises and coordinates concurrent audit efforts in performing financial and operational audits at all levels of state government and non-state agencies in which considerable difficulty is encountered; provides direction in determining the effectiveness and efficiency of agency systems and procedures, identifying areas for further investigation utilizing quantitative or qualitative analysis; supervises and coordinates audits of federal grants in accordance with federal regulations and audit guidelines including: financial and compliance, program results, efficiency and economy; prepares and/or edits draft audit reports; may prepare memorandums and Circular letters for issuance by Treasury officials; prepares internal control questionnaires and audit programs; prepares staff training materials and teaches course material to staff members; does related work as required.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in Accounting.

EXPERIENCE:

Four (4) years of experience in accounting or auditing work involving fiscal analysis and evaluation and the review of budgets and management operations for a large government agency or private business.

NOTE: Applicants who do not possess the Bachelor's degree but do possess the twenty-one (21) semester hour credits in accounting may substitute the remaining education with experience as indicated above on a year-for-year basis.

NOTE: A Master's degree in Finance, Business Administration, Public Administration, Accounting, or a related field may be substituted for one (1) year of the required experience.

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

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:

Office of Human Resources
New Jersey Department of Community Affairs
HR# 0034
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.