NEW JERSEY DEPARTMENT OF AGRICULTURE

P.O. Box 330, Trenton, New Jersey 08625
www.state.nj.us/agriculture

POSITION TITLE: Auditor 2

ISSUE DATE: March 25, 2014
CLOSING DATE: April 7, 2014
SALARY RANGE: $55,438.25 - $78,642.50
ANNOUNCEMENT NUMBER: 05-14
POSITION NUMBER: 927672

LOCATION: Trenton, New Jersey
Division of Food and Nutrition

POSITION DESCRIPTION

Under General Supervision in a state department or agency, leads or assists other auditors conducting audits or reviews of financial transactions and records of corporations, non-profit entities, local government organizations, Day-Care facilities and local school districts. Assists with reviews of Independent Auditor sponsor A-133 Audits and 04-04 Audits and Assists with the development and updating of Audit procedures. Responsibilities include maintaining and updating of the GSA audit tracking system and maintaining complex Excel spreadsheets. Does related work as required.

REQUIREMENTS

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

NOTE: Possession of a valid Certificate as a Certified Public Accountant issued by the New Jersey Board of Accountancy may be substituted for a Bachelor's degree.

NOTE: Applicants who have successfully completed the required twenty-one (21) semester hour credits in accounting, but do not possess a Bachelor's degree, may substitute additional experience as indicated on a year for year basis (30 credit hours is considered equal to one (1) year of college).

EXPERIENCE: Two (2) years of experience in accounting or auditing.

LICENSE: Appointee 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.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

AUTHORIZATION TO WORK: Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. **Note:** The State of New Jersey does not provide sponsorships for citizenships to the United States.

APPLICANT INFORMATION

Open to permanent state employees in a competitive title who meet the minimum job requirements specified above. Applicants should submit a cover letter with announcement number, resume, completed State of NJ Application for Employment and college transcripts by the closing date to: Candice Donoho, Personnel Assistant 2, New Jersey Department of Agriculture, Office of Human Resources, P.O. Box 330, Trenton, NJ 08625. The State of New Jersey Application for Employment is located at: http://www.state.nj.us/agriculture/pdf/employmentapp.pdf.

POSTING AUTHORIZED BY:

Linda A. Krajain
Manager, Human Resources

The New Jersey Department of Agriculture is an Equal Opportunity/Affirmative Action Employer
Minorities and women are encouraged to apply.