



**Administrative Analyst 3**  
**New Jersey Office of the State Comptroller**  
**Unclassified Administrative Analyst 3**  
**Salary Range: P26 - \$75,386.19-\$107,247.18**  
**Eligible for remote work 2 days per week**

**About the Office:**

The Office of the State Comptroller (OSC) is an independent State agency that oversees the Executive Branch of state government. Our mission is to make government in New Jersey more efficient, transparent and accountable. Our office audits and investigates municipalities, school districts, and counties; state colleges and universities; independent state authorities; and state agencies. We also oversee government expenditures, review public contracts, evaluate local and state programs, and oversee the Medicaid program. We detect and uncover fraud, waste, and abuse and share our findings through public reports.

**About the Division:**

OSC's Audit Division audits the performance of public entities in New Jersey and publishes findings and recommendations. The Division audits local governments, including municipalities, school districts, and counties, state colleges and universities, state agencies, and independent state authorities. The audits evaluate whether entities receiving public tax dollars are operating efficiently and in the best interest of all taxpayers. The auditors look for proper internal controls to make sure there are checks and balances in place to prevent waste, fraud and abuse of taxpayer dollars.

**About the Role:**

The Administrative Analyst 3 will assist in performing audits and evaluations of agency programs to ensure taxpayer funds are spent efficiently. In addition, they will conduct intensive investigations and prepare detailed recommendations relating to best practices and programmatic compliance with statutes, regulations, and policies.

**Responsibilities:**

- Coordinate OSC's efforts, in collaboration with the Audit Division and State Comptroller, to develop and implement strategies for oversight of local governments.
- Utilize expertise to identify areas of risk related to waste, fraud, abuse, operational inefficiencies, mismanagement of public funds, transparency, adherence to applicable laws and regulations, and executive orders within and by local governments.
- Provide guidance and training to OSC in planning and conducting risk-based audits, performance reviews, evaluations, and investigations related to local governments.
- Perform audit procedures under the guidance of an audit supervisor.
- Provide guidance and assistance to State Comptroller and OSC Divisions in the preparation of written reports.
- Conduct audit research, planning, and risk assessments.
- Conduct interviews to assess auditee's adherence to compliance requirements.
- Work closely with teams of auditors to prepare audit work papers, including testing spreadsheets to develop and support audit findings.
- Assist State Comptroller and OSC Divisions in the preparation and enforcement of remediation plans

involving municipalities that are found by the State Comptroller or to have deficient practices or procedures.

- Provide training to local governments to promote best practices, compliance with laws and regulations, transparency, and accountability.
- Perform other duties and special projects, as assigned.
- Stay abreast of local-government-related current events/issues

**Requirements:**

- Applicants must meet one of the following or a combination of both experience and education:
    - Six (6) years of professional experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for recommendation, planning, and/or implementation of improvements in a business or government agency.
- OR**
- Possession of a bachelor's degree from an accredited college or university.
  - Two (2) years of the above-mentioned professional experience.
- OR**
- Possession of a master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting.
  - One (1) year of the above-mentioned professional experience.

**The ideal candidate will have the following skills and experience:**

- Knowledge of and experience conducting performance audits in accordance with GAGAS preferred.
- Excellent written and verbal communication skills.
- Proficient with Windows XP, Microsoft Office (Word, Excel, Access, PowerPoint), Microsoft Outlook
- Experience with automated work paper software.
- Working knowledge of State government, municipal government or school district financial statements and operations.
- Work experience involving local governments (including as a Certified Municipal Finance Officer or School Business Administrator, Independent Auditor, CPA, etc), law, regulation, public policy, and advocacy.
- Experience in the analysis and interpretation of New Jersey statutes and regulations, experience writing comprehensive reports and recommendations on government policy and operations.

**Interested candidates should submit a cover letter, resume and three references to:**

Shama Nix  
Office of the State Comptroller  
P.O. Box 024 Trenton, NJ 08625  
Email: [careers@osc.nj.gov](mailto:careers@osc.nj.gov)

**NOTE: In accordance with N.J.S.A. 52:15C-5, OSC employees and personnel shall be deemed confidential employees and shall serve in the unclassified service of the Civil Service. Residency Requirements - 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.**

*The Office of the State Comptroller is proud to be an equal opportunity employer. We are committed to providing a work environment that supports, inspires, and respects all individuals and in which personnel processes are*

*based on merit, performance, and business needs. We do not discriminate on the basis of race, religion, color, national or ethnic origin, gender, sexual orientation, gender identity, gender expression, familial status, citizenship, age, or status as an individual with a disability. We believe that diversity and inclusion among our staff is critical to our success. We seek to recruit, develop and retain the most talented people from a diverse candidate pool and encourage applicants from all backgrounds and experiences to apply.*