

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR19-0028

ISSUE DATE: June 6, 2019

TITLE: Municipal Finance Auditor 2

CLOSING DATE: June 20, 2019

DIVISION / OFFICE /UNIT:
Division of Local Government Services

SALARY RANGE: P22: \$56,088.32 - \$79,479.32

LOCATION: 101 South Broad St. Trenton, NJ 08625

NUMBER OF POSITIONS: 1

- OPEN TO:**
- Department-Wide (Department of Community Affairs Employees ONLY)
 - All Departments/Agencies (State Employees with permanent status ONLY)
 - General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

Under limited supervision of a Municipal Finance Auditor 1 or other supervisory official in the Division of Local Government Services, Department of Community Affairs, conduct audits and assists in review of more complex audits of municipalities, counties, and authorities; assists in the examination of municipal and county budgets and financial statements; does related work as required. Prepares municipal and county budgets for final examination. Audits municipal finance records in accordance with statute. Assists in the review of Transitional Aid applications and Fire District and Authority budgets. Reviews Local Finance Board applications. Assists in the review and examination of the work performed by Registered Municipal Accountants. Assists in providing interpretation of various laws, rules, and regulations of the Division of Local Government Services, to local and county officials and others interested in the work of the division. Prepares analyses of financial data and projections of debt of municipalities and counties for various state and federal agencies.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

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

NOTE: Applicants who possess a valid certificate as a Certified Public Accountant or Registered Municipal Accountant issued by the New Jersey State Board of Accountancy are considered to have met the above education requirement.

EXPERIENCE: Two (2) years of experience involving municipal or county auditing and/or budgeting.

NOTE: A Master's degree in Accounting may be substituted for one (1) year of the required experience.

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

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.

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

NOTE: Applicants who previously applied to this position (HR19-0028), need not re-apply.

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

New Jersey Department of Community Affairs
Office of Human Resources
HR19-0028
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

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 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.