



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS

**POSTING NUMBER:** HR19-0086

**ISSUE DATE:** September 11, 2019

**CLOSING DATE:** September 25, 2019

**TITLE: Auditor Accountant Trainee**

“Upon successful completion of the 12-month training period, Trainee advances to the title Administrative Analyst 1, Fiscal Management”

**DIVISION / OFFICE /UNIT: Office of Fiscal Services**    **SALARY RANGE:** P95: \$42,895.85 - \$44,835.21

**LOCATION: 101 S Broad Street, Trenton**    **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 the close supervision of a supervisor, learn to navigate the State’s accounting system and to create, process and properly document transactions; learn to analyze fiscal activity to determine program sustainability, the need for budget modifications, or the ability to create and fund new initiatives; learn to analyze processes and propose alternative methods to create efficiencies; learn to prepare clear, accurate statistical and other analytical reports of budget and fiscal activity containing findings, conclusions and recommendations.

**REQUIREMENTS**

*(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)*

**EDUCATION:**

Graduation from an accredited college or university with a Bachelor’s degree, including or supplemented by twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics, or Finance courses.

**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.

**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  
**HR19-0086**  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resumel@dca.nj.gov](mailto:resumel@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.

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