



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Carole Johnson
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING NUMBER	223-19	ISSUE DATE	9/12/2019	CLOSING DATE	9/26/2019
TITLE	Administrative Analyst 4 Management Auditor	RANGE	R29		
LOCATION	Division of Mental Health and Addiction Services Office of Fiscal Management Operations Auditing and Contract Settlement Unit 5 Commerce Way Hamilton, NJ 08691	SALARY	\$77,251.57 - \$110,169.34		
		OPEN TO	Current State Employees		
DEFINITION	<p>Under the general supervision of a supervisory official in a state department, 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; Supervises staff and work activities. Prepares and signs official performance evaluations for subordinate staff; does related work as required.</p> <p>Performs the review and financial analyses of audits and financial statements of federal grants in accordance with federal audit guidelines relative to finance and compliance, efficiency and economy, and program results. Conducts fiscal reviews and the closeout of Mental Health third-party contracts to facilitate the preliminary and final disposition of these contracts.</p> <p>NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.</p>				
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	<p>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.</p> <p>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.</p>				
NOTE FOR FOREIGN DEGREES	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				
LICENSE	Appointees 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.				
IMPORTANT NOTICE					
RESIDENCY	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.				
NOTE	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.				
DRUG SCREENING	If you are a candidate for a position that involves direct client care in one of the Department of Human Services' hospitals or developmental centers, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.				
FILING INSTRUCTIONS					
Forward a cover letter and resume electronically to: mhsresume@dhs.nj.gov					
You must include the Job Posting # in the subject line of your email.					

New Jersey Department of Human Services is an Equal Opportunity Employer