



# State of New Jersey

## Department of Human Services

**Philip Murphy**  
Governor  
**Tahesha L. Way**  
Lt. Governor  
**Sarah Adelman**  
Commissioner

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

<b>JOB POSTING #:</b>	550-23	<b>ISSUE DATE:</b>	9/27/23	<b>CLOSING DATE:</b>	10/11/23
<b>TITLE:</b>	Supervising Auditor				
<b>LOCATION:</b>	Department of Human Services Office of Auditing 222 S. Warren Street Trenton, NJ 08625	<b>RANGE:</b>	S28		
		<b>SALARY:</b>	\$79,848.66 - \$113,786.94		
		<b>UNIT SCOPE:</b>	K800 – Office of the Commissioner		
<b>OPEN TO:</b>	Current State Employees				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	Under the general direction of a Chief Auditor or other supervisory official in a state department or agency, performs duties of significant difficulty, plans, supervises, and coordinates the work of technical staff engaged in either field or office audits, does other related duties.				
<b>NOTE:</b>	<p>Candidate will:</p> <ul style="list-style-type: none"> <li>• lead audit staff in achieving the goals of the regional office.</li> <li>• assign, supervise, and review the work of audit staff including performance evaluations.</li> <li>• complete the assigned portion of the regional office plan within existing resources, established budgets and specified timeframes.</li> </ul>				
<b>REQUIREMENTS</b>					
<b>EDUCATION:</b>	<p>Graduation from an accredited college with a Bachelor's degree, including or supplemented by twenty-one (21) credit hours in professional accounting subjects.</p> <p>A valid Certificate as a Certified Public Accountant issued by the New Jersey State Board of Accountancy may be substituted for the Bachelor's degree in accounting.</p> <p>Applicants who possess the twenty-one (21) credit hours in accounting, but do not possess a Bachelor's degree may substitute experience as indicated on a year for year basis (30 credit hours is considered equal to one (1) year of college).</p>				
<b>EXPERIENCE:</b>	Four (4) years of professional auditing and/or accounting experience, one (1) year of which shall have involved supervisory responsibility and one (1) year of which shall have involved computer-processed accounting systems.				
<b>NOTE:</b>	Applicants may substitute a Master's Degree in accounting for one year of the non-supervisory experience.				
<b>LICENSE:</b>	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.				
<b>IMPORTANT NOTICES</b>					
<b>NOTE FOR FOREIGN DEGREES:</b>	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.				
<b>RESIDENCY:</b>	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.				
<b>DRUG SCREENING:</b>	If you are a candidate for a position that involves direct client care with the Department of Human Services, 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.				
<b>NOTE:</b>	<p>* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.</p> <p>* <u>Telework</u>: This position may be eligible to participate in the Department's pilot "Telework Program", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.</p> <p>* <u>SAME Applicants</u>: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their</p>				

Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.

**FILING INSTRUCTIONS**

Forward a cover letter and resume electronically to: [DHS-CO.Resumes@dhs.nj.gov](mailto:DHS-CO.Resumes@dhs.nj.gov)

You must include the Job **Posting #**, and **Last Name** in the subject line of your email. **Example: (123-22, Smith)**

New Jersey Department of Human Services is an Equal Opportunity Employer