



Notice of Job Vacancy

Posting # 2020-035		Issue Date: February 26, 2020		Closing Date: Continuous Recruitment	
Auditor Accountant Trainee		Range/Title Code: P95		Salary: \$43,753.77 to \$45,731.91	
Unit Scope: N370		Location: L11		Workweek: 35	
				# Vacancies: 7	

Job Description

The New Jersey Department of Labor and Workforce Development's Office of Finance and Accounting is looking for engaged and talented candidates for the position of Auditor Accountant Trainee. Reporting to a supervisor, the key responsibilities will include:

- Accounting, reporting and processing functions for federal and/or state funded programs and departmental activities.
- Tracking and management of program funding.
- Compilation of quarterly reports for federal funded programs.
- Preparation of accrual based monthly internal financial reports.
- Meeting with program managers to discuss financial performance.
- Processing and analyzing payment transactions.
- Interpretation and application of accounting pronouncements and other accounting guidance and federal and state laws, regulations, policies and procedures.
- Finance and Accounting plays a supportive, but critical role in the effectiveness and efficiency of operations for all divisions.
- As an entry level position, these duties will challenge you and prepare you for an upward path to a fulfilling career.
- We are committed to maintaining a diverse workforce and to provide our employees a stable work environment, a competitive benefits package, and an equal opportunity for learning and personal growth using ethical and legal business practices. Our employees are our most valuable resource.

Auditor Accountant Trainees are assigned a 35 - hour work week. Current starting salary is \$43,753.77 and after six months increases to \$ 45,731.91. As a NJ State Department, NJDOL offers a comprehensive benefits package including, Tuition Reimbursement, Health Care (medical, prescription drug, dental, and vision care), Pension, Deferred Compensation, 12 paid holidays, Benefit Leave (12 vacation days, 15 sick days, and 3 administrative days), Flexible Work Schedule (AWP), Deferred Compensation Plan, and Regular Salary Increments based on negotiated contract.

Civil Service Commission Requirements (Education/Experience/Licenses)

Open statewide to the public and private sector who meet the following open competitive requirements:

Education: Graduation from an accredited college or university with a Bachelor's degree, including or supplemented by twenty one (21) semester hour credits in professional accounting courses which may include courses in municipal or government accounting.

NOTE: This position will be assigned to the Accountant 3 career track and will advance to the journey level, Accountant 3 title, upon successful completion of the trainee period.

NOTE: Possession of a valid Certificate as a Certified Public Accountant or Registration as a Public Accountant issued by the New Jersey State Board of Accountancy may be substituted for the required degree in accounting.

LICENSE: Appointee 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.

Please provide the Posting Number & Title in the email subject

Note: If you do not include your college transcripts showing proof of degree awarded then you will automatically not be considered for any position.

TO APPLY for this Position

If you qualify and would like to be considered, **submit a letter of interest and your resume (including daytime phone number and email address)** to the person and email address listed below. You **must** submit your response by the closing date shown above, and must include the Posting number.

MAIL:

New Jersey Department of Labor and Workforce Development
Attn: **Anna McMullen, Chief Financial Officer**

EMAIL:

LWDJobPostings@dol.nj.gov

Subject line must specify complete job posting number

This is not a promotional announcement for a Civil Service Examination.

This posting may result in personnel actions which will require final approval by the Department of Labor and Workforce Development and the Civil Service Commission in accordance with Civil Service Commission rules and regulations.

Job Posting Authorized by Tennille R. McCoy, Assistant Commissioner, Division of Human Capital Strategies

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- Any appointments made from postings which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.
- As of September 2010, in accordance with N.J.S.A. 52:14-7, the "New Jersey First Act," all new employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey, or to secure an exemption.

The New Jersey Department of Labor and Workforce Development is an Equal Opportunity/Affirmative Action Employer.

New Jersey Department of Labor and Workforce Development
PERSONAL RELATIONSHIPS DISCLOSURE STATEMENT

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the New Jersey Department of Labor and Workforce Development (NJ DOL) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No NJ DOL employee may supervise or exercise any authority with regard to personnel actions involving their relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

Relative means an individual's spouse/domestic partner/civil union partner¹ or the individual or spouse's/domestic partner's/civil union partner's parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse/domestic partner/civil union partner by blood, marriage or adoption.

Consensual personal relationship means marriage, engagement, dating or other ongoing romantic or sexual relationships.

Cohabitant means non-related persons who share a household under circumstances where there is financial interdependence.

The New Jersey Department of Labor and Workforce Development requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Capital Strategies (HCS) - **Director's** Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with NJ DOL's Equal Employment Opportunity Office **and/or** the NJ DOL Ethics Office as deemed necessary. Upon receiving notice of the relationship, HCS may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of the employees involved. Failure to provide notification to HCS may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

I **DO NOT** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development.

I **DO** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development identified as follows:

Name	Relationship	Division and Work Location

¹ Domestic Partner as defined in NJSA 26:8A-1 et. seq. and Civil Union status as defined in NJSA 37:1-28 et. seq.

Do you need more space for disclosure? Yes No **If YES, continue writing on the back of this form.**

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact, may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during the course of my employment.

Applicant/Employee's Name (Print) _____

Applicant/Employee's Signature _____ Date _____