



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026-074-P	ISSUE DATE: June 12, 2026	CLOSING DATE: July 13, 2026
---------------------------------	-------------------------------------	---------------------------------------

TITLE: Auditor Accountant Trainee	OPEN TO: General Public
DIVISION: Pensions and Benefits	TITLE CODE: 50961 RANGE: P95
UNIT: Office of Financial Services- Defined Benefits and Contribution Plans - Audit	WORKWEEK: 35 Hours
LOCATION: 50 West State Street, Trenton, NJ	SALARY RANGE: \$51,479.83 - \$53,807.27

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Pensions and Benefits is seeking an Auditor Accountant Trainee. Under the guidance of a supervisor, the incumbent does the work involved in making audits, evaluating program objectives and effectiveness, appraising the utilization of fiscal resources, and/or in keeping financial records and reports in a state department, institution, or agency; does related work.

The duties include but are not limited to:

- Conducting audits of Internet-based Quarterly Reports of Contributions (IROCs). This includes reviewing IROCs remitted by locations on a quarterly basis to ensure pension fund member contributions and service information are accurately approved and posted within established deadlines for the Police and Firemen’s Retirement System (PFRS), Teachers’ Pension and Annuity Fund (TPAF) and Public Employees’ Retirement System (PERS).
- Conducting post IROC audits and review member accounts with discrepancies or inquiries that were not addressed with employers prior to the IROC posting. Follow up with employers as necessary to clarify information and make the appropriate adjustments. Review overages and shortages for PFRS, TPAF & PERS, and confirming the validity of discrepancies when cases have not been reviewed by another auditor.
- Prepare and process all necessary member accounting adjustments and ensure all supporting worksheets and documents are properly filed in member records. This includes all audit account requests received through email, correspondence, member enquiries, employer enquiries, or other Division units or service requests submitted through Siebel.
- Under the guidance of a supervisor, perform detailed audit of member accounts, including the review of service, salary and contribution information for members enrolled in the Defined Benefit Pension Programs; prepare written statements regarding overpayments, underpayments and complete all required accounting adjustments; contact employers as needed to request additional information or documentation and to verify questionable information identified during audits; acknowledge and respond to audit requests through email and written correspondence in a timely and professional manner.
- Respond to correspondence, emails, telephone calls, and client service inquiries within established timeframes. All correspondence and e-mails must be answered within five business days of receipt, and phone calls and client service inquiries must be answered within 48 hours. Additionally, the incumbent needs to ensure, all Information provided is accurate, complete, and communicated professionally.

TELEWORK POSITION

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees’ Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSITION REQUIREMENTS

Education & Experience:

Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Four (4) years of professional experience relevant to the position, including or supplemented by twenty-one (21) semester hour credits in professional accounting courses which may include courses in municipal or government accounting.

-OR-

Possession of a bachelor's degree from an accredited college or university, including or supplemented by twenty-one (21) semester hour credits in professional accounting courses which may include courses in municipal or government accounting.

-OR-

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.

Note:

"Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

IMPORTANT NOTES

Advancement:

Appointees to a trainee title will serve a four (4) month working test period and a one (1) year training period concurrently. Upon successful completion of a one (1) year training period, the incumbent will be advanced to the journeyman title. Please refer to the Advancement section located at the bottom of the [title specification \(title code 50961\)](#) for a comprehensive list of approved journeyman titles related to this trainee title. A Civil Service examination is not required for this advancement.



NEW JERSEY DEPARTMENT OF THE TREASURY NOTICE OF VACANCY

GENERAL INFORMATION

- Vacancy Notice:** This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.
- Foreign Degrees:** Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense and must be included in your application submission by the closing date.
- NJ SAME Program:** In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email CSC-SAME@csc.nj.gov or visit <https://nj.gov/csc/same/overview/index.shtml>.
- NJ Veteran's Preference:** New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).
- Residency:** In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.
- Work Authorization:** Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

If you are qualified, please submit the documents listed below by 5:00 p.m. on July 13, 2026:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)
- If you have established Veteran's Preference, you must include a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS to apply your preference to this job vacancy posting.
- If you are applying under the NJ SAME Program, your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date.

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2026-074-P Auditor Accountant Trainee" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer