NEW JERSEY DEPARTMENT OF THE TREASURY
NOTICE OF VACANCY

POSTING #:	ISSUE DATE:	CLOSING DATE:
2026 - 131 - P	November 5, 2026	December 31, 2026

TITLE: Auditor Taxation Trainee- Office Audit (50959) - OR- Auditor Taxation Trainee - Field Audit (50969)	**OPEN TO:** General Public
DIVISION: Taxation	**TITLE CODE, RANGE, SALARY RANGE, WORKWEEK:** 50959 – P95 - $63,662.98 - $66,592.01 - 35 Hours 50969 – P95 - $66,592.01 - $69,668.20 - NE (35 Hours)
UNIT: Various	
LOCATION: Northern, Central, and Southern, New Jersey	

INTERVIEWS WILL BE HELD IN LATE JANUARY 2027.
DECEMBER 2026 GRADUATES ARE ENCOURAGED TO APPLY.

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Taxation seeks Auditor Taxation Trainees to conduct field or office audits of taxpayer returns, books, and financial records to ensure State statutes and regulations and proper accounting procedures are observed. Auditor Taxation Trainees will learn how to review reports of taxpayer transactions, financial statements and use computer generated data from automated tax systems to determine the correct tax liabilities of business and individual tax filers; compute tax assessments or make refund determinations as appropriate; communicate the determinations to taxpayers and representatives; and use verbal and written communication as necessary to resolve audit or examination issues and respond to inquiries.

Office Audit (50959)
Under the direction of a supervisor or senior auditor, Auditor Taxation Trainees will become familiar with the statues and regulations administered by the Division of Taxation and Office Audit policies and procedures. Auditor Trainees conduct examinations of Corporation Business Tax (CBT), Excise Tax, Individual Income Tax, as well as Inheritance and Estate Taxes. Business Tax auditors examine the accuracy of CBT returns to determine assessments, refunds, nexus, reinstatements and tax clearances. Business tax auditors also examine Excise tax filings, Sales & Use tax refund claims and a variety of specialized taxes and fees administered by the Division. Individual income tax auditors examine the accuracy of New Jersey residents and non-resident Gross Income Tax Returns filed by individuals, estates, and trusts. Individual income tax auditors review returns to make assessments, issue refunds, or accept the returns as filed. Inheritance & Estate tax auditors examine New Jersey Inheritance and Estate Tax returns to determine accuracy and issue assessments and/or waivers as deemed appropriate.

Mercer County - 3 John Fitch Way, Trenton, NJ

Field Audit (50969)

Under the direction of a supervisor or senior auditor, Auditor Taxation Trainees will become familiar with the statues and regulations administered by the Division of Taxation and Field Audit policies and procedures. Appointees will conduct in-person field audits in accordance with current Field Audit procedures, manuals, ESKORT Uniform procedures, and all current Division directives, as well as prepare work papers and reports thereof. Auditor Taxation Trainees primarily conduct examinations of Sales & Use Tax, Corporation Business Tax, Excise Taxes and Gross Income Tax Employer Withholdings as well as any other taxes or fees administered by the Division for which the taxpayer is responsible. Field Auditors are assigned to a field office but are expected to spend the majority of their time conducting their examinations at the location of the taxpayer or the taxpayer's representative. Appointees are required to possess a driver's license valid in New Jersey as the operation of a vehicle is necessary to perform the essential duties of the position.

Mercer County - 3 John Fitch Way, Trenton, NJ
Bergen County - 102 1st Street, Hackensack, NJ
Union County – 6 Commerce Drive, Cranford, NJ
Monmouth County – 2 Paragon Way, Freehold, NJ
Atlantic County – 157 W. Whitehorse Pike, Galloway, NJ
Camden County – 2 Riverside Drive, Camden, NJ

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JOB DESCRIPTION (CONTINUED)

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 and/or in the Department's Alternate Workweek Program (AWP), which offers eligible employees alternative work hours and schedules to facilitate a more vital work-life balance. The AWP does not change the number of hours worked per pay period; however, it allows for a varied distribution of work hours during the week to grant an additional day or half-day(s) off, as approved by management. Details will be made available throughout the interview process.

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.

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 accounting or auditing experience, including or supplemented by twenty-one (21) semester hour credit 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 credit 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.

License: Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

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 50959- Office; title code 50969- Field) for a comprehensive list of approved journeyman titles related to this trainee title. A Civil Service examination is not required for this advancement.

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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 accommodation 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 December 31, 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 "2026-131-P Auditor Taxation Trainee" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Sandi DeLuca

Sandi DeLuca, Acting Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer