June 4, 2019
NOTICE OF JOB VACANCY
#19-194

An opportunity currently exists in the classified service with the Department of Law & Public Safety, Division of Highway Traffic Safety, for current State employees with permanent service in a competitive title who meet the requirements specified below:

**TITLE:** Accountant 2

**SALARY:** $53,611.76 to $75,900.80

**LOCATION:** Division of Highway Traffic Safety
140 E. Front Street
Trenton, NJ 08628

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under limited supervision of a supervisory official within the Division of Highway Traffic Safety, audits, formulates, and forecasts budgets and spending plans; verifies and authorizes Federal Aid agreements, including revisions and vouchers; ensures compliance with State and Federal guidelines in all fiscal areas; audits and reconciles grant accounting system on NJCFS; processes all accounting and related documents for Highway Safety Grants; authorizes and verifies grant reimbursements as well as Divisional spending and other fiscal transactions; oversees procurement functions and spending; manages Federal grant tracking system by auditing and reconciling between State and Federal systems for both State and Federal fiscal years; analyzes and distributes salary and fringes on management grants; performs annual closeout on all systems; supervises audits; audits Federal grants to State agencies, establishes accounts on NJCFS; oversees accounting functions of the Division of Highway Traffic Safety; handles complex accounting assignments; edits accounting and financial reports; checks reports and administrative procedures for accuracy and compliance with the law; prepares financial and related reports containing findings and recommendations; maintains essential accounting and other related fiscal, budget and grant records and files; performs other related duties as required.

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college with a Bachelor's degree, including or supplemented by twenty-one (21) semester credit hours in professional accounting courses (which may include courses in municipal and government accounting).

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

**EXPERIENCE:** Two (2) years of professional accounting or auditing experience.

**NOTE:** Applicants who have successfully completed the required twenty-one (21) credit hours in accounting as specified above may substitute additional experience for the remaining education as indicated above on a year for year basis.

**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.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

If interested, please send a cover letter indicating interest in job vacancy #19-194, a copy of your college transcript(s) required for all applicants, copy of CPA or RPA (if certified/registered) and a current resume on or before the closing date of June 18, 2019 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Office of the Attorney General
Human Resource Management
P.O. Box 081, Trenton, NJ 08625-0085

The “New Jersey First Act,” N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.