



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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TRENTON, NJ 08625-0081

GURBIR S. GREWAL
Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

April 5, 2021 NOTICE OF JOB VACANCY #21-131

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

TITLE: Accountant 2
SALARY: \$54,684.00 to \$77,418.81
LOCATION: Division of Consumer Affairs
Administration Section
124 Halsey Street
Newark, NJ 07102

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of a supervisory official within the Department of Law and Public Safety, Division of Consumer Affairs, takes the lead in professional accounting work; independently handles accounting programs for the Division of Consumer Affairs; lead and participate in the daily processing payments and ensure effectiveness of the deposit process and bank reconciliations; oversee the process of online credit card payments transactions and refund/missing payments for the Division; oversee all wire transfers and ACH transactions for the Division; lead delinquent debt collections processes for the Division; participate in all revenue processing system enhancements; provide final approval for all revenue cash receipt documents in NJ Comprehensive Financial Systems (NJCFIS); 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 or registration as a Public Accountant 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 required to perform the essential duties of the position.

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

If qualified, please send a cover letter indicating interest in job vacancy announcement #21-131, a copy of the college transcript(s) (required by all applicants) and a current resume on or before the closing date of April 19, 2021 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
P.O. Box 081
Trenton, NJ 08625-0081

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.

