



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN
Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

April 22, 2022
NOTICE OF JOB VACANCY
#22-254

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Division of Administration, for applicants who meet the requirements specified below:

TITLE: Auditor 3

SALARY: \$71,408.73 to \$101,588.61

LOCATION: Division of Administration
Richard J. Hughes Justice Complex
25 Market Street, Trenton, NJ
Occasional Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under general direction of a supervisory official within the Division of Administration, performs auditing/monitoring duties and directly supervises staff and work activities of subordinates responsible to monitor and audit the activities of sub-recipients receiving state and federal grant awards; ensure that all awards are used appropriately and that performance/financial goals are achieved; performs a risk assessment of applicants; evaluates the subrecipient's risk of non-compliance with all applicable statutes, regulations and terms and conditions of the sub-award for purposes of determining the appropriate monitoring and auditing mechanisms; examines and assesses the subrecipients internal reports, policies and procedures and makes recommendations regarding the same; prepares and reviews audit reports; prepares and signs official performance evaluations for subordinate staff; does other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree, including or supplemented by twenty-one (21) semester hour credits hours in professional accounting courses which may include courses in municipal or government accounting. *A copy of your unofficial college transcript is required to verify possession of the required accounting credits.*

NOTE: Possession of a valid Certificate as a Certified Public Accountant issued by the New Jersey Board of Accountancy may be substituted for the Bachelor's degree in accounting.

NOTE: Applicants who have successfully completed the required twenty-one (21) semester hour credits in accounting, but who do not possess a Bachelor's degree, may substitute additional experience as indicated on a year-for-year basis (30 credit hours is considered equal to one (1) year of college). *An unofficial transcript is required to verify applicants meet this criteria.*

EXPERIENCE: Three (3) years of accounting or auditing experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only and proof of the required twenty-one (21) semester hour credits in accounting. 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 may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy announcement #22-254, current resume and a copy of college transcripts (to verify the required 21 credits in accounting) on or before the closing date of May 22, 2022 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

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

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.

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.

