



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

September 21, 2022 NOTICE OF JOB VACANCY #22-468

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Division of Administration, for current State employees with permanent service in a competitive title, or the approved non-competitive title, who meet the requirements indicated below:

TITLE: Accountant 1

SALARY: \$66,479.39 to \$94,376.42

LOCATION: Division of Administration
Fiscal Management Office
25 Market Street, Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of a supervisory officer in a the Division of Administration, Department of Law and Public Safety, supervises the work of an accounting unit and is responsible for a complex accounting program; does related work 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). *A copy of your final unofficial college transcripts or foreign degree evaluation must be submitted with your resume to be considered. Matriculating students cannot be considered.*

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

NOTE: Applicants who have successfully completed the required 21 semester credit hours in accounting, as specified above, may substitute additional experience as indicated on a year for year basis.

LICENSE: Applicants who have successfully completed the required 21 semester credit hours in accounting as specified above may substitute additional experience for the remaining education as indicated on a year for year basis.

SPECIAL NOTE: Current Department of Law and Public Safety employees serving in an unclassified appointment will also be considered, if interested. Applicants outside of State service or appointed to an unclassified title in another Department or State agency cannot be considered.

All offers of employment are conditional; subject to the applicant agreeing to, and then passing, a background check that may include fingerprinting.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only and proof of 21 semester credit hours 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, with a course-by-course evaluation prior to the closing date. Failure to do so will result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy announcement #22-468, unofficial college transcripts to verify 21 semester credit hours in accounting and a current resume on or before the closing date of October 5, 2022 to:

Recruitment Coordinator:
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
Human Resource Management
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.

