Are you looking for something fresh, exciting, and unique in civil service? Are you hoping to advance your career and develop your skills? The State of New Jersey, Division of the State Lottery wants to add a new member to its team. The Lottery supports a vital mission, funding the State's pension system. We need a team member who will help us toward this mission. This person will work alongside a great team to ensure our marketing and related expenses comply with our vendor contracts. The qualified candidate will track the performance of our diverse portfolio of games, review and analyze game promotions to ensure effectiveness, produce monthly reports that tell the story of marketing expenses, and analyze the annual business plan and its feasibility.

Standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details will be made available throughout the interview process. Position offers a comprehensive benefits package including medical, prescription drug and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

**POSITION REQUIREMENTS**

**Open to the following:**

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed below. This is not a promotional announcement. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.

**Education:**

Graduation from an accredited college with a Bachelor’s degree including or supplemented by twenty-one (21) credit hours in accounting. Proof of degree and supplemental credits required.

**Experience:**

Three (3) years of a variety of experiences involving the auditing or the installation, operation, and maintenance of large-scale accounting systems.

**Note:**

Applicants who possess the twenty-one (21) credit hours in accounting but do not possess a Bachelor's degree may substitute additional experience as indicated on a year for year basis thirty (30) credit hours is considered equal to one (1) year of college.

**Note**

A valid New Jersey Certificate as a Certified Public Accountant issued by the New Jersey State Board of Public Accountants may be substituted for the Bachelor's degree plus the twenty-one (21) credit hours in accounting.

**Note**

A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of experience as indicated above.
IMPORTANT NOTES

Veteran’s Preference: Veterans must provide proof of New Jersey Veteran’s Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran’s Status. For more information, please visit: http://www.state.nj.us/csc/seekers/veterans.

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. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency: In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: https://nj.gov/labor/lwdhome/njfirst/NJFirst.html.

Work Authorization: Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on August 3, 2022:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)
- Proof of supplemental credits (unofficial transcript/official transcript)

Treasury Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please list the “2022-063-S – AA3, Accounting” in the Subject Line)

Submissions must be received timely to the email address listed above 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.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT
Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by: Antoinette Sargent
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer