



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024 - 076 - S	ISSUE DATE: May 3, 2024	CLOSING DATE: June 3, 2024
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TITLE: Auditor 1, Taxation	OPEN TO: State Wide (all Departments/State Employees)	
DIVISION: Taxation	TITLE CODE: 50814	RANGE: P 22
UNIT: Audit - Field	WORKWEEK: NE (35 hours)	
LOCATION: Northern, Central, and Southern New Jersey	SALARY RANGE: \$62,836.72 - \$89,042.11	

JOB DESCRIPTION

The Department of the Treasury, Division of Taxation seeks Auditor 1, Taxations to fill multiple vacancies across the State. Under direction of a Supervising Auditor, Taxation, or other supervisory official, Division of Taxation, Department of Treasury, does auditing or accounting work of some importance and difficulty and/or examining and verifying of accounts and records, both internally and of taxpayers, with respect to various taxes administered by the division; may be assigned to either field or central office location as required; does related technical work as required.

Examples of work include but are not limited to:

- Performs field and/or office audits of taxpayer's returns, books, and records, and/or examinations and verifications of internal and external accounts and records to ensure department statutes, regulations and accounting procedures are observed.
- Prepares audit reports for submission to superiors and makes the appropriate comments and recommendations as to accounting and/or examination and verification methods and procedures.
- Computes tax assessments.
- Prepares audit reports for submission to superiors and makes the appropriate comments and recommendations as to accounting and/or examination and verification methods and procedures.
- Provides advice to accounting, bookkeeping, and other personnel engaged by or representing the taxpayer.
- Keeps current with all legislative changes in New Jersey Tax Statutes, Internal Revenue Code, and court decisions that affect the Division of Taxation.
- May prepare correspondence with interested officials of state agencies, private firms, or taxpayers.
- Maintains essential auditing and related records and files.
- Will be required to learn to utilize various types of electronic and/or manual recording and computerized information system used by the agency, office, or related units.

Appointee is required to possess a driver's license valid in New Jersey as the operation of a vehicle is necessary to perform the essential duties of the position.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The 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.



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POSITION REQUIREMENTS

Education & Experience:

Possession of a bachelor's degree from an accredited college or university, including or supplemented by twenty-one (21) semester hour credit in professional accounting courses which may include courses in municipal or government accounting; and one (1) year of the below-mentioned professional experience.

-OR-

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; and one (1) year of the below-mentioned professional experience.

-OR-

Five (5) years of professional accounting or auditing experience, including or supplemented by twenty-one (21) semester hour credit in professional accounting courses which may include courses in municipal or government accounting.

-OR-

A combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Note:

"Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

License:

Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

IMPORTANT NOTES

Open to the following:

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. 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.



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GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

SAME Applicants:

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more info, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.

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, OPT, or H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

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.

If you are qualified, please submit the documents listed below by 5:00 p.m. on June 3, 2024:

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

Treasury Employment Recruiter

Email address: TaxJobs@treas.nj.gov

(Please list the "2024- 076 - S Auditor 1, Taxation" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer