



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2024 - 140 - P	<b>ISSUE DATE:</b> September 16, 2024	<b>CLOSING DATE:</b> October 14, 2024
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<b>TITLE:</b> Auditor Taxation Trainee – Field Audit (50969) -OR- Auditor Taxation Trainee – Office Audit (50959)	<b>OPEN TO:</b> General Public
<b>DIVISION:</b> Taxation	<b>TITLE CODE, RANGE, SALARY RANGE, WORKWEEK</b> 50969 – P95 - \$62,164.36 - \$65,036.01 – NE (35 hours)
<b>LOCATION:</b> Northern, Central, & Southern New Jersey	50959 – P95 - \$59,430.08 – \$62,164.36 – 35 Hours

### JOB DESCRIPTION

The Division of Taxation seeks Auditor Taxation Trainees to conduct field or office audits of taxpayer returns, books, and financial records to ensure State statutes and regulations and proper accounting procedures are observed. Auditor Taxation Trainees will learn how to perform the following: review reports of taxpayer transactions, financial statements and use computer generated data from automated tax systems to determine the correct tax liabilities of business and individual tax filers; compute tax assessments or make refund determinations as appropriate; communicate the determinations to taxpayers and representatives; and use verbal and written communication as necessary to resolve audit or examination issues and respond to inquiries.

#### Field Audit (50969)

Based in field offices throughout the State, Auditor Trainees primarily conduct examinations of Sales & Use Tax, Corporation Business Tax, Excise Taxes and Gross Income Tax Employer Withholdings as well as any other taxes or fees administered by the Division for which the taxpayer is responsible. Field Auditors are assigned to a field office but are expected to spend the majority of their time conducting their examinations at the location of the taxpayer or the taxpayer’s representative.

**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.**

#### Office Audit (50959)

Based in Trenton, Auditor Trainees conduct examinations of Corporation Business Tax (CBT), Excise Tax, Individual Income Tax, as well as Inheritance and Estate Taxes. Business Tax auditors examine the accuracy of CBT returns to determine assessments, refunds, nexus, reinstatements and tax clearances. Business tax auditors also examine Excise tax filings, Sales & Use tax refund claims and a variety of specialized taxes and fees administered by the Division. Individual income tax auditors examine the accuracy of New Jersey resident and non-resident Gross Income Tax Returns filed by individuals, estates, and trusts. Individual income tax auditors review returns to make assessments, issue refunds, or accept the returns as filed. Inheritance & Estate tax auditors examine New Jersey Inheritance and Estate Tax returns to determine accuracy and issue assessments and/or waivers as deemed appropriate

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:**

Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Four (4) 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-

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.

-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.

**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

**Trainee Titles:**

Appointees to a Trainee title will serve a four (4) month working test period and a one (1) year training period concurrently. Upon successful completion of one (1) year training period, incumbent will be advanced to the journeyman title. A Civil Service examination is not required for this advancement.



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## GENERAL INFORMATION

### **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 information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto: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 below 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 October 14, 2024:**

- Cover letter/Letter of interest
- Resume
- Proof of degree (Copy of diploma, transcript, Certification, or a Foreign Degree Evaluation). If applying for the Auditor Accountant Trainee positions, **you must provide** transcripts that verify you have obtained 21 credits in accounting.)

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "**2024- 140-P- Auditor Taxation Trainee**" 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*