



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 - 057 - S	ISSUE DATE: April 28, 2025	CLOSING DATE: May 27, 2025
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TITLE: Auditor 2	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Secure Choice Savings Program	TITLE CODE: 50963 RANGE: P 22
UNIT: Secure Choice Savings Program	WORKWEEK: 35 Hours
LOCATION: 210 S. Broad Street, 5th Floor, Trenton, NJ	SALARY RANGE: \$65,036.01- \$92,158.59

JOB DESCRIPTION

The New Jersey Secure Choice Savings Program is seeking an Auditor 2. Under general supervision in a state department or agency, leads a group of auditors conducting audits of financial transactions and records of private corporations, state, and local government, or local school districts, or independently conducts the more complex field or office audits or accounting work; does other related duties as required.

Leads the program's annual audit process and preparation of the annual financial reports. Serves as the primary liaison for the state interactions with external auditor and service providers. Plans and organizes audit procedures including the review of audit operational access control of signatory authorities and system accesses to ensure that only authorized personnel are executing work at designated access levels. Establishes and defines appropriate auditing standards and procedures.

Collaborates with management and teams to ensure regulatory compliance and alignment of operational procedures with current laws and regulations. Conducts audits of the programs internal operation processes to verify that work is being completed in accordance with operational procedures. Reviews board member appointments annually to forecast and ensure board members are working within their appointment terms. Examines board announcements, procedures and meeting minutes to ensure that the meetings are in compliance with Open Public Meetings Act.

Reviews SOC (System Operations and Controls) I & II audits of service providers. Conducts review of service provider billing and service levels to ensure they are working within service standards. Performs data requests from service providers. Evaluates data to identify violations of the Secure Choice Savings Program Act. Evaluates data to produce Suspicious Activity Report (SAR) related to transaction by Employers, Savers and Staff. Reviews financial transactions for accuracy and validity. Works with team to identify and produce Enforcement Action Reports.

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 credits in accounting subjects; and two (2) years of the below mentioned professional experience.

-OR-

Six (6) years of professional accounting or auditing experience, including or supplemented by twenty-one (21) semester hour credits in accounting subjects.

-OR-

Possession of a valid certificate as a CPA issued by the NJ Board of Accountancy; and two (2) years of the below mentioned professional experience.

Note:

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.

Note:

"Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories and practices; and is performed with the authority to act according to one's own judgement and make accurate and informed decisions.

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 made in accordance with Civil Service Commission rules and regulations.

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 and must be included in your application submission by the closing date.

NJ SAME Program:

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email CSC-SAME@csc.nj.gov or visit <https://nj.gov/csc/same/overview/index.shtml>.

NJ Veteran's Preference:

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and 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 May 27, 2025:

- 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: EmploymentRecruiter@treas.nj.gov

(Please list the "2025- 057 - S Auditor 2" 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