



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026-028-P	ISSUE DATE: March 16, 2026	CLOSING DATE: March 30, 2026
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TITLE: Auditor Accountant Trainee	OPEN TO: General Public
DIVISION: Office of Management and Budget	TITLE CODE: 50961 RANGE: P95
UNIT: Financial Reporting	WORKWEEK: 35 Hours
LOCATION: 33 West State Street, Trenton, NJ	SALARY RANGE: \$51,479.83 - \$53,807.27

JOB DESCRIPTION

The New Jersey Department of Treasury, Office of Management and Budget (OMB) is seeking to fill an Auditor Accountant Trainee position within their Financial Reporting Unit. The incumbent will be responsible for the approval of tracers submitted by different agencies to produce Replacement checks. Submits the Replacement checks file to OIT for printing, and to the banks in order to update the systems with new issues and cancels of original checks. Responsible for the processing of Cash Receipts in NJCFS to accurately report dishonored checks and bank adjustments. Submits the documentation to DORES for their processing. Prepares excel monthly reconciliation of General Fund accounts, Labor Funds, and Trust Fund accounts. Analyzes and addresses any discrepancies with the different agencies. Processes deposits utilizing the Remote Deposit Capture equipment. Responsible for the accurate processing of the deposit, reporting any discrepancy to Centralized Payroll for their adjustment on the booking of the deposit. Responsible for the decision-making of paying or returning checks being presented via the Web-based Inquiry System. Evaluates each check presented and investigates the reason for presentment. Responsible for manually entering Issues and Cancels into the Web-based Inquiry Systems for non-ARP accounts. Performs other job-related duties as required.

EXAMPLES OF WORK:

- Learns to assist in performing evaluations of program activities to establish the validity of program objectives and the effectiveness of program operational policies and procedures in accomplishing these objectives.
- Learns to conduct intensive investigations and prepare detailed recommendations relating to proposed expansion, continuation, or elimination of programmatic needs and functions, and groups of positions.
- Learns to prepare clear, sound, accurate, and informative statistical and other reports containing findings, analyses, conclusions, and recommendations.
- Learns to analyze operational problems brought to light through budget studies, requests, and hearings.
- Learns to compile and interpret data, appraises agency situations and to develop courses of action for the more effective utilization of fiscal management resources.
- Learns to conduct field and office investigations, examinations, and audits of books and financial records in various state agencies.
- Learns to conduct inspections of financial transactions and records to ensure department regulations and accounting procedures are observed.
- Learns to audit and edit reports of costs and other financial summaries and statements.
- Learns to compile financial and other statements and reports using basic data.
- Learns to record accounting transactions in accordance with established department account procedures.
- Learns to examine the monthly reports of state and other agencies to determine correctness of the appropriation account, receipts, transfers, disbursements, and balances.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's 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, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.



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POSITION REQUIREMENTS

Education & Experience:

Four (4) years of professional experience relevant to the position, including or supplemented by twenty-one (21) semester hour credits 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 credits 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.

IMPORTANT NOTES

Advancement:

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 a one (1) year training period, the incumbent will be advanced to the journeyman title. Please refer to the Advancement section located at the bottom of the [title specification](#) (title code 50961) for a comprehensive list of approved journeyman titles related to this trainee title. A Civil Service examination is not required for this advancement.



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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 March 30, 2026:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma) including copies of **transcripts** that verify you have obtained 21 credits in professional accounting courses.

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2026-028-P Auditor Accountant 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