



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2025 -109 - P	<b>ISSUE DATE:</b> October 28, 2025	<b>CLOSING DATE:</b> November 27, 2025
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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 - \$64,340.11 - \$67,312.27 – NE (35 hours)
<b>LOCATION:</b> Northern, Central, & Southern New Jersey	50959 – P95 - \$61,510.13 – \$64,340.11 – 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 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:**

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

**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](mailto: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 November 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](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2025- 109 - 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*