



# NEW JERSEY DEPARTMENT OF THE TREASURY NOTICE OF VACANCY

<b>POSTING #:</b> 2026-088-P	<b>ISSUE DATE:</b> July 7, 2026	<b>CLOSING DATE:</b> July 21, 2026
---------------------------------	------------------------------------	---------------------------------------

<b>TITLE:</b> Auditor Accountant Trainee	<b>OPEN TO:</b> General Public
<b>DIVISION:</b> Office of Legal and Compliance	<b>TITLE CODE:</b> 10247 <b>RANGE:</b> P 95
<b>UNIT:</b> Internal Audit	<b>WORKWEEK:</b> NE (35 hours)
<b>LOCATION:</b> 3 John Fitch Way, Trenton, NJ	<b>SALARY RANGE:</b> \$53,807.27- \$56,253.35

## JOB DESCRIPTION

The New Jersey Department of the Treasury, Office of Legal and Compliance is seeking an Auditor Accountant Trainee in the Internal Audit Unit. The Auditor Accountant Trainee will perform entry-level professional work in auditing, accounting, and financial analysis. Under direction, the Auditor Accountant Trainee will perform tasks such as:

- Conduct field and office audits to evaluate program objectives, operational effectiveness, and compliance with applicable statutes, regulations, and agency policies.
- Examine and analyze operations, systems, and accounting methods to assess the accuracy, integrity, and efficiency of operational and fiscal practices.
- Perform reviews, investigations, and examinations to identify discrepancies, improper practices, or opportunities for improvement.
- Compile, interpret, and analyze financial and operational data to support findings and recommendations.
- Prepare clear, detailed, and well-supported reports that include analyses, conclusions, and recommendations for corrective actions or improvements to fiscal management.
- Assist in evaluating the utilization of financial resources and determining whether funds are appropriately managed and aligned with program goals.
- Support the development of more effective internal controls, procedures, and financial management practices.

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.



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

### 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 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 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 only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

### 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. A Civil Service examination is not required for this advancement. Examples of work for illustrative purposes only can be viewed on the Civil Service Commission's [Job Specification](#) site using title code 10247.



# NEW JERSEY DEPARTMENT OF THE TREASURY NOTICE OF VACANCY

## 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 July 21, 2026:**

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)
- If you have established Veteran's Preference, you must include a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS to apply your preference to this job vacancy posting.
- 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.

**Treasury Employment Recruiter**

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

(Please list the "2026-088-P- Auditor Accountant Trainee" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

*Antoinette Sargent/sd*

Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*