



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026 - 113 - P	ISSUE DATE: August 20, 2026	CLOSING DATE: September 3, 2026
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TITLE: Auditor Accountant Trainee	OPEN TO: General Public
DIVISION: Property Management and Construction	TITLE CODE: 50961 RANGE: P95
UNIT: Office of the Director	WORKWEEK: 35 Hours
LOCATION: 33 West State Street, 9th Floor, Trenton, NJ	SALARY RANGE: \$53,281.62 - \$55,690.52

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Property Management and Construction (DPMC) is seeking an Auditor Accountant Trainee. Under the direction of a supervisor within the Office of the Director, the incumbent will be responsible for the following duties:

- Evaluate and review funding requests and expenditure proposals submitted by building management for state-owned, leased and managed facilities, ensuring alignment with the division's budget, mission, and all applicable procurement policies and guidelines.
- Support the management and oversight of the division's \$4 million annual repair and maintenance fund. Participate in monthly meetings with division leadership to review project and funding statuses, ensuring Project Managers take appropriate actions to close out projects and reallocate unused funds for future planning and coordination.
- Assist in processing material request forms from agencies.
- Provide technical support in reviewing and interpreting contracts issued by the Division of Purchase and Property and utilized by DPMC. Prepare detailed reports summarizing contract utilization to educate relevant staff.
- Track spending allocations and accurately manage and report on large, critical data sets throughout the fiscal year. Investigate and analyze historical spending to properly allocate funding in accordance with budgetary guidelines.
- Conduct Ad-Hoc analysis of Division expenditures by utilizing various systems to compile detailed summarization of the requested data.
- Maintains and manages records and files. Performs other related tasks as required.

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 experience relevant to the position, including or supplemented by twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics, or Finance courses

-OR-

Possession of a bachelor's degree from an accredited college or university, including or supplemented by twenty-one (21) semester hour credit in any combination of Accounting, Business Administration, Economics, or Finance courses.

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 September 3, 2026:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded with twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics, or Finance courses)
- 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

(Please list the "2026- 113- P Auditor Accountant Trainee" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent/ggs
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer