



NEW JERSEY DEPARTMENT OF THE TREASURY INTERNSHIP OPPORTUNITY

POSTING #: 2023 - 003-1	ISSUE DATE: October 12, 2023	CLOSING DATE: November 6, 2023
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TITLE: Paid Intern	HOURLY RATE: \$17.50 – \$21.50
DIVISION: Administration	WORKWEEK: Up to 25 hours
UNIT: Fiscal & Resources	LOCATION: Trenton, NJ

JOB DESCRIPTION

The New Jersey Department of the Treasury's and its In-But-Not-Of Agencies are currently accepting applications for internship opportunities. The internship opportunities aim to provide highly motivated undergraduate, graduate, doctoral, or law students with compensated hands-on training and work experience. Participating divisions will offer special projects and assignments designed to prepare students for their future careers.

Within the Division of Administration, the Office of Fiscal & Resources provides comprehensive professional fiscal support in areas of procurement, accounts payable and other daily business activities in order to maintain program operations. This office also provides annual budget information, quarterly spending plans, and monthly/quarterly financial reports.

Intern will receive on the job training in analytic practices and applications, including data input and fiscal processing (mileage reimbursements, invoice processing). Assists with collecting and reviewing vendor provided forms and other related documents for procurement requests. Helps maintain records and files. Provides fiscal support in preparing related reports. Performs research for various projects.

Preferred field of study: Accounting, Business Administration, Finance, Economics or Science

Preferred Background:

- Advanced skill level in Excel
- Solid written and verbal communication skills
- Excellent customer service skills
- Problem-solving
- Data analysis
- Understanding and following processes, policies and procedures
- Teamwork mentality

POSITION REQUIREMENTS

Age Requirement: Must be at least 17 years of age

Enrollment Status: Currently enrolled in a college or university on a full-time basis. A full-time student is generally defined as one who carries at least 12 semester credit hours as an undergraduate or nine semester credit hours as a graduate student.

New Jersey First Act: In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principal residence in New Jersey within one (1) year of employment. For additional information, please visit the website listed below.
<https://www.nj.gov/labor/research-info/njfirst.shtml>

HOW TO APPLY

Documents Required To Apply:

- [Treasury Internship Application](#)
- Resume
- Cover Letter
- Copy of Unofficial Transcript
- Two (2) letters of recommendation

Please submit the documents listed above by 5:00 p.m. on November 6, 2023 to the following email address:

Treasury Internship Recruiter
Treas.Internship@treas.nj.gov
(Please list "2023-003-1 Fiscal & Resources" in the Subject Line)

Interviews will be granted on the basis of the resume.