



**State of New Jersey
Board of Public Utilities**

ANTICIPATED JOB VACANCY

JOB POSTING #: 11-16

DATE OF POSTING: January 25, 2016

DATE OF CLOSING: February 12, 2016

TITLE: Auditor Accountant Trainee

SALARY: \$41,230.15 – \$43,094.21

EXISTING VACANCIES: One (1)

DIVISION/LOCATION: Board of Public Utilities
Division of Audits

GENERAL DESCRIPTION: As a trainee and productive worker, does the work involved in making field and office audits, evaluating program objectives and effectiveness, appraising the utilization of fiscal resources, and/or in keeping financial records and reports in a state department, institution, or agency; does related work.

Other duties and responsibilities include, but are not limited to:

- 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 compile and interpret data, to appraise 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 compile financial and other statements and reports using basic data.
- Learns to maintain accounting or auditing records and files.
- Learns to prepare reports of audits.

REQUIREMENTS: Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twenty one (21) semester hour credit in professional accounting courses which may include courses in municipal or government accounting.

NOTE: 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 may be substituted for the required degree in accounting.

NOTE: Appointees who successfully complete the twelve month training period will be eligible for advancement to the title for which they have been trained: Auditor 1.

OPEN TO THE FOLLOWING: Open to NJ Residents.

NOTE: RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

The State of New Jersey is an Equal Opportunity Employer.

PLEASE FORWARD RESUMES VIA MAIL OR EMAIL:

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