



Chris Christie
Governor

Kim Guadagno
Lt. Governor

Allison Blake, PH.D., L.S.W
Commissioner

JOB VACANCY POSTING

POSTING #: 155-17 **ISSUE DATE:** October 16, 2017
TITLE: SENIOR AUDIT ACCOUNT CLERK **CLOSING DATE:** October 30, 2017
LOCATION: Department of Children and Families (DCF)
Office of Revenue and Financial Reporting
50 East State Street
Trenton, NJ 08625
POSITIONS: 1 **RANGE:** A08
DISTRIBUTION: STATE WIDE **SALARY:** \$29,191.57 - \$40,569.46

SCOPE OF ELIGIBILITY: Open to employees who are permanent in a competitive title or a Civil Service Commission approved non-competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

DEFINITION: Under the direction of a Principal Audit Account Clerk or supervisory officer in a State department, institution, or agency, examines and checks calculations for completeness and accuracy, makes determinations and computations requiring a working knowledge of departmental rules, regulations, and policies, prepares and verifies payrolls, and/or may take the lead in a group of Audit-Account Clerks or other clerical employees; does other related work.

REQUIREMENTS

EXPERIENCE: One (1) year of experience in the preparation, review and verification of financial records for correctness, completeness, and legality.

LICENSE: Appointees 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.

NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

IMPORTANT NOTICE

RESIDENCY - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing:

Forward a cover letter and resume electronically to:

JobPosting@dcf.state.nj.us

Include the Job Posting # in the subject line of your email.

Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

Andrea Maxwell, Manager 2 Human Resources
Department of Children and Families
Office of Human Resources
P. O. Box 717
Trenton, NJ 08625