



Investigative Analyst Investigations Division

About OSC:

The Office of the State Comptroller (OSC) is an independent state agency that oversees the Executive Branch of state government. Our mission is to make the government in New Jersey more efficient, transparent, and accountable. Our office audits and investigates municipalities, school districts, and counties; state colleges and universities; independent state authorities; and state agencies. We also oversee government expenditures, review public contracts, evaluate local and state programs, and oversee New Jersey's Medicaid program. We detect and uncover fraud, waste, and abuse and share our findings through public reports.

About the Role:

The Investigations Division within OSC detects and uncovers fraud, waste, and abuse in New Jersey government through investigations, evaluations, inspections, and reviews. Among other activities, the Division monitors the performance of elected officials, public employees, and programs; uncovers waste and misconduct involving public funds; and releases reports that include findings and recommendations.

Responsibilities:

- Analyze and interpret complex data sets from external entities.
- Review records, files, financial statements and other documents in furtherance of investigations; prepare related reports and deliver advanced data science analyses.
- Apply knowledge and expertise in quantitative analysis, data mining, and the presentation of data to measure and communicate insights to Division management.
- Assist in the development and maintenance of analytical and investigative databases to support Division investigations.
- Collaborate with Division attorneys and investigators in developing and implementing investigative plans.
- Create charts, tables, and other visual representations of data to support investigations.

Requirements:

- A Bachelor's degree from an accredited college or university.
 - **NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.
 - A Master's degree in Public Administration, Business Administration, Statistics, Mathematics, Economics, Finance, or Accounting may be substituted for one (1) year of indicated experience.
- At least three (3) years of experience in one or more of the following: data analytics, accounting, auditing, financial fraud, data mining, quantitative analysis, or investigations.
- Proficient in analyzing and understanding complex data sets from external entities to detect trends, identify risks, and determine areas of potential OSC investigations.
- Highly proficient in Excel and/or Access, with the ability to analyze and manipulate data using pivot tables, formulas such as vlookups, and/or macros.

The ideal candidate will have the following:

- Knowledge of local and state government in New Jersey.
- Excellent writing and communication skills.

- Ability to independently identify potential issues and offer resolutions.
- Strong organizational skills to meet deadlines.

Candidates should submit a cover letter, resume, writing sample and three references to careers@osc.nj.gov.

You can also mail your application to:

Paola Belardo
Office of the State Comptroller
P.O. Box 024
Trenton, NJ
08625

NOTE: Residency Requirements - Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The Office of the State Comptroller is proud to be an equal opportunity employer. We are committed to providing a work environment that supports, inspires, and respects all individuals and in which personnel processes are based on merit, performance, and business needs. We do not discriminate on the basis of race, religion, color, national or ethnic origin, gender, sexual orientation, gender identity, gender expression, familial status, citizenship, age, or status as an individual with a disability. We believe that diversity and inclusion among our staff is critical to our success. We seek to recruit, develop and retain the most talented people from a diverse candidate pool and encourage applicants from all backgrounds and experiences to apply.