



NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

State of New Jersey

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Auditor 2 [Classified Competitive]			Salary P23 \$65,748.43 - \$93,268.09
Posting Number 127-24	Position Number 951873, 944992	Number of Positions 2	Posting Period * From: 06/27/2024 To: 12/31/2024
Location: Division of Management and Administration Office of Auditing 55 North Willow Street, 6th Floor, Trenton, NJ 08618			Scope of Eligibility/Open to: All Departments/State Employees
GENERAL DESCRIPTION			
<p>Under general supervision in a state department or agency, the Auditor 2 will utilize the New Jersey Department of Health System for Administering Grants Electronically (SAGE) Audit Module, NJ Treasury Grantee Single Audit Tracking System (GSA), Federal Audit Clearinghouse (FAC), American Institute of CPAs Peer Review Web Program (AICPA), and NJDOH Office of Auditing SharePoint.</p> <p>The Auditor 2 will conduct more complex desk audit of grant sub-recipient annual audit reports in accordance with Federal Uniform Guidance and NJOMB Circular Letter 15-08 and conduct New Jersey Office of Management and Budget (NJOMB) required field audits as a lead auditor for the Department of Treasury's Special & Confidential Funds, Petty Cash funds and Off-Line Funds accounts of the State Psychiatric Hospitals in NJ in accordance with Treasury OMB Circular Letters 18-08-OMB, 18-07-OMB, and 10-19-OMB, respectively.</p> <p>Furthermore, the position will assist and/or take the lead in conducting the annual internal control assessment for the Department in accordance with NJOMB Circular Letter 03-08 and will also assist in performing NJ State Annual Single Audit. As well as conduct internal financial and/or operational audits or program evaluations at the request of management. The position will also provide training and assistance to the staff of the Office of Auditing, technical audit advice to grant Sub-Recipients and Departmental staff. She/he may be a liaison to outside auditors such as for the NJ Single Audit, and she/he will assist management with other major goals of the Audit Program.</p> <p>This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>NOTE: 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.</p> <p>Six (6) years of professional accounting or auditing experience, including or supplemented by twenty-one (21) semester hour credits in accounting subjects.</p> <p>OR</p> <p>Possession of a Bachelor's degree from an accredited college or university, including or supplemented by twenty-one (21) semester hour credits in accounting subjects; and two (2) years of the above-mentioned professional experience.</p> <p>OR</p>			



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Possession of a valid certificate as a CPA issued by the NJ Board of Accountancy; and two (2) years of the above-mentioned professional experience.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

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.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:
PSTMA@doh.nj.gov
- Mail the required documents to:
**Kevin Jennings, Supervising Mgt. Impr. Specialist
Management and Administration
Reference Posting #127-24
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0360**

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

** Responses received after the closing date MAY be considered if the position is not filled.*



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IMPORTANT NOTES

**State as a Model Employer
of People with Disabilities
(SAME) Applicants:**

If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME program, visit their website at:

<https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.

PHEL Candidates:

If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.

Direct Client Care:

If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.

**New Jersey
First Act:**

In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.

Resume Note:

Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

Authorization to Work:

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. The State of New Jersey does **not** provide sponsorships for citizenships to the United States.

Note: Newly hired employees must agree to a thorough background check that will include fingerprinting.

The New Jersey Department of Health is an Equal Opportunity Employer.