



# State of New Jersey

## Department of Human Services

**Philip Murphy**  
 Governor  
**Tahesha L. Way**  
 Lt. Governor  
**Sarah Adelman**  
 Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

<b>JOB POSTING #:</b>	199-25	<b>ISSUE DATE:</b>	7/14/2025	<b>CLOSING DATE:</b>	7/21/2025
<b>TITLE:</b>	Auditor Accountant Trainee *If you applied to Job Posting 113-25, no need to apply for this Job Posting				
<b>LOCATION:</b>	Green Brook Regional Center 275 Greenbrook Road Green Brook, NJ 08812	<b>RANGE:</b>	P95		
		<b>SALARY:</b>	\$49,738.97 - \$51,987.70		
		<b>UNIT SCOPE:</b>	K452		
		<b>SERV. CLASS:</b>	Non-Competitive		
<b>OPEN TO:</b>	General Public				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	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.				
<b>SPECIAL NOTE:</b>	The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.				
<b>REQUIREMENTS</b>					
<b>REQUIREMENTS:</b>	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.				
	<ul style="list-style-type: none"> <li>➤ <b>Track 1:</b> Trainees advancing to the Accountant 3, Auditor 1, or Auditor 3 Taxation.</li> <li>➤ <b>Track 2:</b> Trainees advancing to the Administrative Analyst 1, Fiscal Management title</li> </ul>				
	<b>For Track 1:</b> Four (4) years of professional experience relevant to the position, including or supplemented by twenty-one (21) semester hour credits in professional accounting courses which may include courses in municipal or government accounting.				
	<b>OR</b>				
	Possession of a bachelor's degree from an accredited college or university, including or supplemented by twenty-one (21) semester hour credits in professional accounting courses which may include courses in municipal or government accounting.				
<b>REQUIREMENTS:</b>	<b>OR</b>				
	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.				
	<b>For Track 2:</b> Four (4) years of professional experience relevant to the position, including or supplemented by twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics, or Finance courses.				
	<b>OR</b>				
	Possession of a bachelor's degree from an accredited college or university, including or supplemented by twenty-one (21) semester hour credit in any combination of Accounting, Business Administration, Economics, or Finance courses.				
<b>SPECIAL NOTE:</b>	"Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.				
<b>LICENSE:</b>	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.				
<b>IMPORTANT NOTICES</b>					
<b>FOREIGN DEGREES:</b>	Degrees and/or transcripts issued by a college or university outside of the United States <u>must be evaluated</u> by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				
<b>RESIDENCY:</b>	In accordance with N.J.S.A. 52:14-7 (NJ PL 70), the "New Jersey First Act", all employees must reside in the State of New Jersey (NJ), unless exempted under the law. If you do not live in NJ, you have (1) year after you begin employment to relocate your residence to NJ.				
<b>DRUG SCREENING:</b>	If you are a candidate for a position with DHS, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing <u>will be at your expense</u> . 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. You will be advised if the position for which you're being considered requires drug testing and how it's administered.				
<b>CIVIL SERVICE LISTS:</b>	Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. All appointments will be made utilizing the procedures and guidelines in accordance with N.J.A.C. 4A.				

<b>SAME PROGRAM:</b>	If you are applying under the NJ State as a Model Employer "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: <a href="https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a> , email: <a href="mailto:CSC-SAME@csc.nj.gov">CSC-SAME@csc.nj.gov</a> , or call CSC at (609) 292-4144.
<b>EMPLOYEE BENEFITS:</b>	In accordance with the "Pay Transparency Act", the NJ State Benefits Package includes: State Health Benefits Program (medical, dental, prescription drug and vision care); Pension; Deferred Compensation; Public Service Loan Forgiveness (PSLF) participation; Tuition Reimbursement; Flexible and Health Spending Accounts (FSA/HSA); Paid holidays; Paid Leave (vacation days, sick days and administrative leave days); Telework; Alternate Work Week Program; Life Insurance; TaxSaver; NJ Well; State Employee Discount Program; Employee Advisory Service (EAS); Please be advised that eligibility for any of the benefits listed may vary pursuant to job duties, operational need, funding, policy, procedures and/or guidelines.
<b>FILING INSTRUCTIONS</b>	
<p>Forward a cover letter, resume, and transcripts electronically to:  <a href="mailto:DDD-GRC.RESUME@dhs.nj.gov">DDD-GRC.RESUME@dhs.nj.gov</a>  <b>You must include the Job <u>Posting #</u>, and <u>Last Name</u> in the subject line of your email. Example: ( 123-25, Smith )</b></p>	

**New Jersey Department of Human Services is an Equal Opportunity Employer**