



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:

JOB POSTING #:-	404-24	ISSUE DATE:	8/26/2024	CLOSING DATE:	2/26/2025
TITLE:	Auditor Accountant Trainee				
LOCATION:	Department of Human Services Office of Auditing North Office – 75 Veterans Memorial Drive East Somerville, NJ 08876	RANGE:	\$49,738.97 - \$51,987.70		
	South Office – 1676 East Landis Ave. Vineland, NJ 08361	SALARY:	P 95		
		UNIT SCOPE:	K710 – Office of Auditing		
OPEN TO:	General Public				
DESCRIPTION					
DEFINITION:	As a trainee and productive worker, does the work involved in conducting 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.				
SPECIAL NOTE:	Please indicate on your response email and cover letter your preferred work location; Somerville or Vineland.				
REQUIREMENTS					
REQUIREMENTS:	<p>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. NOTE: Positions in this title will be assigned to one of the career tracks identified below and will advance to the corresponding journey level title upon the successful completion of the trainee period.</p> <p>Track 1: Trainees advancing to the Accountant 3, Auditor 1, Auditor 3 Taxation, Financial Examiner or Municipal Finance Auditor 3 titles.</p> <p>Track 2: Trainees advancing to the Administrative Analyst 1, Fiscal Management title.</p> <p>For Track 1: 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. NOTE: Please refer to the Advancement section located at the bottom of this title specification for a comprehensive list of approved journeyman titles connected to this trainee title. Experience must be related to the journeyman title associated with the position.</p> <p style="text-align: center;">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 professional accounting courses which may include courses in municipal or government accounting. OR</p> <p>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.</p> <p>For Track 2: 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.</p> <p>NOTE: Please refer to the Advancement section located at the bottom of this title specification for a comprehensive list of approved journeyman titles connected to this trainee title. Experience must be related to the journeyman title associated with the position.</p> <p style="text-align: center;">OR</p> <p>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.</p> <p>NOTE: "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.</p> <p>For both Tracks 1 and 2: LICENSE: Appointee 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.</p>				

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IMPORTANT NOTICES	
NOTE FOR FOREIGN DEGREES:	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated 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.
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.
DRUG SCREENING:	If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your 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. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.
NOTE:	<p>* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.</p> <p>* <u>Telework</u>: 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. Details on this, and other benefits, will be made available throughout the interview process.</p> <p>* <u>SAME Applicants</u>: 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: CSC-Same@csc.nj.gov , or call 609-292-4144, option 3.</p>
FILING INSTRUCTIONS	
<p>Forward a cover letter and resume electronically to: DHS-CO.Resumes@dhs.nj.gov You must include the Job Posting #, and Last Name in the subject line of your email. Example: (123-22, Smith)</p>	

New Jersey Department of Human Services is an Equal Opportunity Employer