



State of New Jersey

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
TRENTON, NJ 08625-0340

PHILIP D. MURPHY
Governor
Commander-in-Chief

SHEILA OLIVER
Lieutenant Governor

☆
JEMAL J. BEALE
Brigadier General
The Adjutant General

STATE EMPLOYEE VACANCY ANNOUNCEMENT NO. V45-19

OPENING DATE: 11 July 2019 **CLOSING DATE:** 25 July 2019
(To be considered, applications must be received or post-marked by the closing date.)

POSITION: Senior Audit Account Clerk, A08
(\$30,370.91 - \$34,316.78 – Starting Salary for new hire)

DUTY STATION: N.J. Department of Military and Veterans Affairs
Fiscal Division

DESCRIPTION OF POSITION: 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.

RESIDENCY: Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

APPLICATION PROCESS: Complete an Application for Employment, cover letter, resume and any required documents (licenses, certifications and/or transcripts) and forward electronically

by the closing date to CareersCentral@dmava.nj.gov. If unable to file electronically, FAX correspondence to (609) 530-7192 or mail to: NJDMAVA (ATTN: HRD Recruitment), PO Box 340, Trenton, NJ 08625-0340. Application can be obtained from our website at <http://www.nj.gov/military/personnel/forms/employment-application.pdf>

New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.