



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2022 - 076 - P	<b>ISSUE DATE:</b> August 8, 2022	<b>CLOSING DATE:</b> September 2, 2022
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<b>TITLE:</b> Auditor Accountant Trainee	<b>OPEN TO:</b> General Public
<b>DIVISION:</b> Department Wide	<b>TITLE CODE:</b> 50961 <b>RANGE:</b> P95
<b>UNIT:</b> Various	<b>WORKWEEK:</b> 35 Hours
<b>LOCATION:</b> Trenton, New Jersey Lawrenceville, New Jersey	<b>SALARY RANGE:</b> \$ 46,431.86 - \$ 48,531.07

### POSITION DESCRIPTION

The State of New Jersey, Department of the Treasury is seeking Auditor Accountant Trainees within various units across the Department. As a trainee and productive worker, Auditor Accountant Trainees perform 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. Appointees to a Trainee title will serve a four (4) month working test period and a one (1) year training period concurrently. Upon successful completion of one (1) year training period, incumbent will be advanced to the journeyman title. A Civil Service examination is not required for this advancement.

Standard workweek is Monday through Friday. Position offers a comprehensive benefits package including medical, prescription and prescription drug coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays. These positions 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 will be made available throughout the interview process. **Interviews will be granted based on resume.**

### POSITIONS ARE AVAILABLE WITHIN THE FOLLOWING DIVISIONS:

- Division of the State Lottery**
- Unclaimed Property Administration**
- Division Pensions & Benefits**
- Division of Property Management & Construction**

### POSITION REQUIREMENTS (TRACK 1)

**Education:** Graduation from an accredited college or university with a Bachelor's degree, including or supplemented by twenty one (21) semester hour credit in professional accounting courses which may include courses in municipal or government accounting. Proof of degree and 21 semester credits is required.

**Note:** 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 may be substituted for the required degree in accounting.

**Advancement** For more information, please visit <https://info.csc.state.nj.us/jobspec/50961.htm>.



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### DESCRIPTION OF DUTIES BY DIVISION

#### DIVISION OF THE STATE LOTTERY

Are you looking for something exciting and unique in civil service? The Division is looking to add a new member to its team. The New Jersey Lottery is the rare public service opportunity that combines the personal benefits of state service with the excitement and pace of the entertainment/gaming industry. This team member will help support our retailer network by analyzing existing retailer sales and sales commission reports, creating accounting reports for retailers, processing retailer payments and logging transactions into the Lottery's financial system, and working with current and former retailers to ensure all reporting and payments information is completed within Lottery requirements. Comprehensive training and ongoing support will be provided for all tasks. The Lottery also provides a hybrid remote work option and an opportunity to earn a secondary income working accounting and studio support for our daily games drawings. Performs other related duties as required.

**This position requires appointee to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.**

#### UNCLAIMED PROPERTY ADMINISTRATION (UPA)

The Unclaimed Property Administration is seeking Trainees to join our Field Audit unit to learn and perform unclaimed property audit examinations of various corporate entities to ensure compliance to the State of New Jersey's Uniform Unclaimed Property Act. Entities include but are not limited to, Banks, Brokerage firms/Wealth Managers, Insurance companies, Manufacturers, Retailers and all other businesses and industries with a domicile, physical presence or business operations in New Jersey. This entry level position will learn how to organize and analyze financial and non-financial information with attention to detail and accuracy. Responsibilities will include the review and analyses of financial statements, corporate policies and procedures, performing securities research such as corporate actions and stock and mutual fund pricing, preparation of audit work papers and other ad hoc analyses and related material. Comprehensive training will be provided. Performs other related duties as required.

**This position requires appointee to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.**

#### DIVISION OF PENSIONS & BENEFITS (P&B)

The Division is seeking Trainees to fill vacancies in various sections within the Office of Financial Services. Qualified candidates will learn how to perform the following duties: audits of pension contribution reports filed by participating employers; audits of active member accounts, which include reviewing service, salary and contribution information; assists in balancing and processing of retired payroll; reconciles budget appropriation account expenditures to internal records; maintains and updates reports summarizing expenditures for select employee benefit appropriation accounts; verifies benefit claim charges assessed the plans by third-party administrators; investigates and resolves billing discrepancies; responds to tax inquiries from plan members and employers; assists with the preparation and issuance of the annual 1099R forms to pension plan recipients; reviews and corrects 1099R data and verify and correct tax information posted to retired member accounts. Selected candidates may also learn to assist in preparing cost projections to determine the fiscal impact of proposed/pending legislation impacting the Pension and Health Benefits plans. Performs other related duties as required.

#### DIVISION OF PROPERTY MANAGEMENT & CONSTRUCTION (DPMC)

DPMC's Lease Procurement, Disposition and Escalations Unit seeks Trainees to analyze, audit and authorize payment of the State's leased properties portfolio escalation claims; review and analyze leasing issues; implement and evaluate operating system REMS (Tririga) as it relates to audited lease expenses; review and analyze state lease building expenditures and services; perform audit based on lease terms, input financial data using operating system REMS (Tririga); determine if leased buildings are being operated economically and efficiently by using operating system REMS (Tririga); and audit, investigate and develops solutions to inefficient costs relative to state leased space. As directed, appraises the adequacy and effectiveness of the lease terms and restrictions recognizing any excessive or extraordinary expenses relative to the leased buildings' operations. Selected candidate will be required to learn and utilize existing operating system REMS (Tririga) and/or manual recording and information systems used by the agency, office or related units; maintain the records, reports and files of the unit's audits, audit procedures and operating system REMS (Tririga); and become familiar with operations and components of Commercial Buildings and how they relate to the Real Estate Lease Agreements and their compliance. Performs other related duties as required.



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### IMPORTANT NOTES

**Veteran's Preference:**

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

**Foreign Degrees:**

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

**Residency:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:**

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

### INSTRUCTIONS TO APPLY

**If you are qualified, please submit the documents listed below by 5:00 p.m. on September 2, 2022:**

- Cover letter/Letter of interest
- Resume
- Copy of transcript

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)  
(Please list the "2022-076-P - AAT" in the Subject Line)

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

**THIS IS NOT A PROMOTIONAL ANNOUNCEMENT**

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by: Antoinette Sargent  
Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*