



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026 - 033 - S	ISSUE DATE: April 2, 2026	CLOSING DATE: April 16, 2026
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TITLE: Administrative Analyst 4, Management Auditor	OPEN TO: State Wide (all Departments/State Employees)	
DIVISION: Pensions and Benefits	TITLE CODE: 50076I	RANGE: R29
UNIT: Finance – External Audit	WORKWEEK: NL (35 hours)	
LOCATION: 50 West State Street, Trenton, NJ	SALARY RANGE: \$92,710.53 - \$136,605.03	

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Pensions and Benefits, is seeking an Administrative Analyst 4, Management Auditor. Under the general supervision of a supervisory official, the incumbent will supervise junior auditors in the External Audit Unit (EAU) and support them in completing audit assignments while following Division procedures as directed by the EAU Manager. The role includes reviewing and overseeing audit trails, technical correspondence for violation letters, and worksheet computations, including the recovery of monies as required by statute. The incumbent will also supervise audits of state agencies and local employers in accordance with audit guidelines related to financial and compliance results. In addition, the position is responsible for overseeing junior auditors' work on census data audit assignments required by GASB Statements 67 and 68, as well as other post-employment benefits (OPEB) data testing required by GASB Statements 74 and 75.

This position is responsible for reviewing the accuracy of reported Census and OPEB data for selected state and local public employers participating in the New Jersey State-administered defined benefit pension plans, ensuring alignment with actuarial reports. The role supervises and coordinates EAU projects, including audit letters of inquiry and related legal, administrative, and financial analyses, and oversees EAU audit activities while serving as a liaison with state and employer locations. Additional duties include planning, organizing, and assigning work within the EAU, assisting with performance evaluations, and conducting audits of retiree accounts flagged by the Division's tracking systems across various Pension Funds. The incumbent performs complex pension compliance audits, critically reviews audit reports and work papers, and responds to complex inquiries requiring extensive statutory and regulatory analysis from internal departments and external sources. The role prepares audit findings in accordance with governing pension statutes and regulations, presents audit results to Management and the Pension Board of Trustees, and prepares financial analyses of audited Census and OPEB data for management and independent auditors. The position also involves reviewing employer-submitted documentation for accuracy, completeness, and reliability; auditing creditable compensation cases to determine pension creditability; and performing other related duties as required.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.



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POSITION REQUIREMENTS

Education & Experience:

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.

Eight (8) years of professional experience in accounting or auditing work involving fiscal analysis and evaluation and the review of budgets and management operations for a large government agency or private business, including or supplemented by twenty-one (21) semester hour credits in accounting.

-OR-

Possession of a bachelor's degree from an accredited college or university, including or supplemented by twenty-one (21) semester hour credits in accounting; and four (4) years of the above-mentioned professional experience.

-OR-

Possession of a master's degree in Finance, Business Administration, Public Administration, Accounting, or a related field; and three (3) 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.

IMPORTANT NOTES

Open to the following:

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.



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GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.

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 and must be included in your application submission by the closing date.

NJ SAME Program:

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email CSC-SAME@csc.nj.gov or visit <https://nj.gov/csc/same/overview/index.shtml>.

NJ Veteran's Preference:

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below 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.

If you are qualified, please submit the documents listed below by 5:00 p.m. on April 16, 2026:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2026- 033 - S Administrative Analyst 4, Management Auditor" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer