



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2023 - 056 - S	<b>ISSUE DATE:</b> May 3, 2023	<b>CLOSING DATE:</b> May 31, 2023
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<b>TITLE:</b> Accountant 3 or Accountant 2	<b>OPEN TO:</b> State Wide (all Departments/State Employees)
<b>DIVISION:</b> Pensions & Benefits	<b>TITLE CODE:</b> 50452 / 50453 <b>RANGE:</b> P 18 / P 21
<b>UNIT:</b> Police and Firemen's Retirement System of NJ	<b>WORKWEEK:</b> 35 Hours
<b>LOCATION:</b> 50 West State Street, Trenton, NJ	<b>SALARY RANGE:</b> P18 - \$50,737.29 - \$71,553.48 P21 - \$58,031.09 - \$82,157.57

### JOB DESCRIPTION

The New Jersey Department of Treasury, Police and Firemen's Retirement System of NJ seeks to hire an Accountant 3 or an Accountant 2. Under the direction of the Financial Operations Manager, conducts the daily activities related to accounting and performance measurement for each of the portfolios of the Fund. Works with the Financial Operations Manager in working directly with the various vendors to ensure all aspects of the accounting and performance activities are operating smoothly and efficiently. Coordinates with the custodian, to ensure timely and accurate reporting on a daily, monthly, quarterly and year end basis successfully. Responsible for coordinating with the custodian to accomplish problem resolution and process efficiency enhancements. Makes recommendations on improvements and solutions. Conducts quality assurance tests on both accounting and performance deliverables provided by the custodian bank. Ensures all accounting and performance deliverables are met. Solves accounting and performance issues with custodian bank. Works with the third party actuaries, delivers all accounting data requirements are delivered. Ensures timely delivery against target dates. Works with the external auditors, provides reports/data as needed, answer questions. Provides any reporting required for internal constituents, complete ad-hoc informational requests, work closely with Investment Staff on reporting/informational needs, support legal on OPRA requests and helps solve reporting issues. Performs other related duties as required.

Please note that the level of the title (Accountant 3 or Accountant 2) shall be based on the years of experience the incumbent brings to the position. This position may be downgraded to an Auditor Accountant Trainee title should there be no eligible candidates for the Accountant 3 or Accountant 2 title.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's pilot 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, Pension, supplemental pension plan, tax saving programs, and paid holidays.

### POSITION REQUIREMENTS

**Open to the following:** Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed below. This is not a promotional announcement. 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.

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

**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.

**Experience:**    **Accountant 3 (50452 - P18):** One (1) year of accounting or auditing experience.

**Accountant 2 (50453 - P21):** Two (2) years of professional accounting or auditing experience.

**Note:** Applicants who have successfully completed the required twenty-one (21) credit hours in accounting as specified above may substitute additional experience for the remaining education as indicated above on a year for year basis.



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## IMPORTANT NOTES

### **SAME Applicants:**

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, visit <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

### **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. Please visit: <http://www.state.nj.us/csc/seekers/veterans> for more information.

### **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. Please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html> for more information

### **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 May 31, 2023:**

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

### **Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

**(Please list the "2023- 056 - S Accountant" 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 (nr)*

**Antoinette Sargent, Human Resource Officer**

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