



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026 - 116 - P	ISSUE DATE: August 25, 2026	CLOSING DATE: September 9, 2026
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TITLE: Auditor Accountant Trainee	OPEN TO: General Public
DIVISION: Pensions and Benefits	TITLE CODE: 50961 RANGE: P95
UNIT: Finance Planning and Analysis	WORKWEEK: 35 Hours
LOCATION: 50 West State Street, Trenton, NJ	SALARY RANGE: \$53,281.62 - \$55,690.52

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Pensions and Benefits (DPB) is seeking an Auditor Accountant Trainee. Under the direction of a supervisor in the Finance Planning and Analysis Unit, the incumbent will be responsible for the following duties:

- Assist in planning and preparing daily and monthly expenditure projections for the Division's 57 pension and health benefits accounts, focusing on planning and analysis rather than budgeting. Ensure compliance and support the projections of fund transfers when necessary to maintain adequate funding. Monitor actual spending against projections and contribute to the development of short-term and long-term forecasts for various benefit programs.
- Assist in the preparation of cash flow projections for state health, prescription benefits, and dental plans. Ensure compliance with financial guidelines and support the initiation of fund transfers as necessary to maintain adequate funding levels. Analyze cash flow trends and provide preliminary recommendations to ensure liquidity and efficient use of funds.
- Aid in the development and documentation of policies and procedures to enhance the accuracy and reliability of financial planning.
- Participate in the annual planning process by gathering data, preparing documentation, and supporting the analysis of financial performance.
- Review and analyze monthly expenditures to ensure alignment with projections and financial statements. Assist in reconciling discrepancies between actual expenditures and projections, and prepare detailed reports to facilitate corrective actions.
- Collect and compile financial data from various sources to support budgetary and financial analysis. Prepare and maintain routine financial reports and dashboards to track key performance indicators (KPIs).
- Contribute to the preparation of the Division's annual employee benefits plan by gathering necessary data and supporting documentation.
- Perform other related duties.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's telework program **or** Alternate Workweek Program (AWP). The telework program allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The AWP offers eligible employees alternative work hours and schedules to facilitate a more vital work-life balance. The AWP does not change the number of hours worked per pay period; however, it allows for a varied distribution of work hours during the week to grant an additional day or half-day(s) off, as approved by management. Details will be made available throughout the interview process. 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.

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

-OR-

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

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.

IMPORTANT NOTES

Advancement:

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 a one (1) year training period, the incumbent will be advanced to the journeyman title. Please refer to the Advancement section located at the bottom of the [title specification](#) (title code 50961) for a comprehensive list of approved journeyman titles related to this trainee title. A Civil Service examination is not required for this advancement.



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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 September 9, 2026:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded with twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics, or Finance courses)
- If you have established Veteran's Preference, you must include a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS to apply your preference to this job vacancy posting.
- 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.

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2026- 116 - P Auditor Accountant Trainee" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent/ggs
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer