The New Jersey Department of the Treasury’s Division of Property Management and Construction (DPMC) and the Division of Unclaimed Property Administration (UPA) and are seeking Auditor Accountant Trainees. 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. Applications received will be considered for opportunities in both Divisions and interviews will be granted based on resume.

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.

Division of Property Management and Construction (DPMC) Description

The Division of Property Management and Construction (DPMC) seeks Auditor Accountant 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.

Unclaimed Property Administration (UPA) Description

The Unclaimed Property Administration, seeks Auditor Accountant Trainees to perform audit analyses of corporate records, financial information, and policies and procedures as they relate to compliance with the State of New Jersey’s Uniform Unclaimed Property Act. This entry level position will learn how to: conduct unclaimed property audit examinations by reviewing the books and records of various corporate entities including but not limited to, Banks, Trust companies, Brokerage firms/Wealth Managers, Insurance companies, Manufacturers, Pharmaceutical companies, Retailers, Restaurant chains, and other businesses and industries with a domicile, physical presence, business operations, vendors or customers (sales) in New Jersey; Review all financial statements, corporate actions; Perform securities research such as merger and acquisitions, stock and mutual fund pricing; Preparation of audit work papers and related materials. Performs other duties as required. Please note that this position requires appointee to possess a driver’s license valid in New Jersey in order to perform the essential duties of the position.

The desired candidate will be proficient in Microsoft Excel and Word including, but not limited to, the use of various functions in Excel such as pivot tables, VLOOKUP, and be able to execute conditional queries for data mining and analysis as well as possess excellent written and oral communication skills.
POSITION REQUIREMENTS

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.

Trainee/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 one (1) year training period, incumbent will be advanced to the journeyman title. This position is for Track 1 and will advance to the journeyman title. A Civil Service examination is not required for this advancement. For more information, please refer to https://info.csc.state.nj.us/jobspec/50961.htm.

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 July 11, 2022:

• 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
(Please list the “2022-057-P – Auditor Accountant Trainee” 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