

Office of Legislative Services

Notice of Vacancy

Title: Assistant Auditor

Location: Office of the State Auditor
Office of Legislative Services
Trenton, New Jersey

Annual Salary: \$46,227.50 (\$47,845.46 after 6 months of satisfactory performance)

The Office of Legislative Services (OLS) is an agency of the New Jersey Legislature established by law to provide professional, nonpartisan staff support services to the Legislature including its officers, members, committees and commissions. OLS operates under the authority of the Legislative Services Commission, a 16-member bipartisan panel with equal representation from each House of the Legislature.

The goal of OLS is to facilitate the work of the New Jersey Legislature and to enable and promote public understanding of the legislative process. As nonpartisan employees of the Legislature, OLS staff are prohibited from engaging in political activity or taking a public position with regard to any matter before the Legislature.

Description: Under the detailed supervision of an “Auditor-in-Charge” and as a member of an audit team, performs professional post-audit work of a routine nature of State departments, institutions, boards, commissions and agencies. Verifies the accuracy of accounting records by application of appropriate auditing techniques; assists in the review of internal controls, and prepares audit schedules, work papers and reports for assigned tasks.

Requirements:

Education:

- Bachelor’s degree in Accounting or related field from an accredited college or university with a minimum of 24 credits in professional accounting courses.

** Foreign degrees and/or transcripts must be evaluated by a recognized evaluation service such as the [National Association of Credential Evaluation Services](#) and [Association of International Credential Evaluators, Inc.](#) at applicant’s expense. Please attach copy of transcript and evaluation with application. Candidates will not be considered for the position if they fail to provide all requested documents upon initial submittal.*

Experience:

- This is an entry-level position.

Background Check: Newly hired employees will be subject to a thorough background check that will include fingerprinting.

Residency Law: Pursuant to the “New Jersey First Act”, all persons newly hired by the Office of Legislative Services, unless exempted by the law, shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. New Jersey state employees hired prior to September 1, 2011 who transfer from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the Act.

Please respond by: November 26, 2021

Please email cover letter and resume to: OLSJOBS@njleg.org

Date Posted: September 7, 2021

The Office of Legislative Services is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.