

Office of Legislative Services

Office of the State Auditor

Notice of Vacancy

Title: Senior Auditor

Location: Office of the State Auditor
Office of Legislative Services
125 South Warren Street, Trenton, New Jersey
And on assignment at audit locations throughout the State

Starting Salary: \$60,664.19

The State Auditor provides independent, unbiased, timely, and relevant information to the Legislature, agency management, and the citizens of New Jersey that can be used to improve the operations and accountability of public entities. In addition, the State Auditor provides assurances on the state's financial statements annually. The Office of the State Auditor is within the Office of Legislative Services under the provisions of the Legislative Services Act.

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: Performs professional post-audit work of State departments, institutions, boards, commissions, and agencies as a member of an audit team, in accordance with *Government Auditing Standards*. Prepares audit work papers using TeamMate audit software, evaluates internal controls, and develops findings and recommendations. Prepares and/or supervises the compilation of varied financial statements and other related reports based upon data compiled by audit team members. Operates under the direction of a manager or auditor-in-charge, but may function as a project leader or auditor-in-charge on special projects or assignments. Participates in conferences with OSA management, auditees, and other related officials as required. Provides instruction and on the job training to less experienced auditors within OSA and may serve on internal office committees.

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.*

Preferred Education:

- Certified Public Accountant or CIA, CGFM, CISA, CFE, or other professional auditing certification(s) from recognized credentialing institution.
- Master's degree in accounting or related field from an accredited college or university.

Experience:

- Three years of professional level audit experience.

Preferred Experience:

- Three years of professional level audit experience auditing governmental entities.
- Demonstrated proficiency with using audit software (e.g., TeamMate).

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: March 31, 2022

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

Date Posted: March 2, 2022

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.