



NEW JERSEY COURTS
invites applications for the position of:

Financial Specialist 2

SALARY: See Position Description
OPENING DATE: 06/18/20
CLOSING DATE: 07/10/20 11:59 PM
LOCATION: Central Office, 25 Market Street, Trenton

DESCRIPTION:

Salary Information*

Minimum Salary: \$68,383.42

Maximum Salary A: \$106,573.63

Maximum Salary B: \$101,244.95

When you come to work for the New Jersey Judiciary, you will join a 9,000-member strong branch of government that operates with the highest standards of independence, integrity, fairness and quality service. We work hard every day to build the public's trust and confidence in our court system, which resolves nearly 800,000 Superior Court cases and 6 million Municipal Court cases each year. Whether it be in a courtroom, an administrative office, a courthouse, a training room, an IT office or in the field, our Judiciary workforce is improving the lives of countless individuals and families every day.

Our culture is based on our strong belief in the importance of our work to all of those we serve. We honor the dignity and individualism of each member of our organization while fostering professionalism and continuous improvement in our work.

The New Jersey Judiciary is seeking a professional to work under the general direction of the Chief of Internal Audit.

EXAMPLE OF DUTIES:

This position will be responsible for examining and evaluating existing internal controls, procedures, and recommended enhancements. In addition, this individual will prepare audit reports including background, scope, objective, findings, recommendations and conclusions; coordinate and perform post-audit reviews of audits performed by the State Auditor, the Judiciary Internal Audit department and independent public accountants performing audits at the Judiciary; and work with vicinage personnel to develop accounting and internal control procedures.

QUALIFICATIONS:

Five years of professional auditing experience.

Graduation from an accredited college or university with a bachelor's degree including or supplemented by 21 credit hours in accounting, business administration, economics, public administration and/or finance. Twelve of these credit hours must be in accounting.

Substitution: Applicants who do not possess the required education, but do possess the 21 accounting, business administration, economics, public administration, and/or finance credit hours, including 12 accounting credit hours, may substitute additional paraprofessional and/or professional experience on a year-for-year basis with one year of such experience being equal to 30 semester hour credits. A master's degree in business or public administration, economics, accounting or finance may

be substituted for one year of general experience **-OR-** a CPA designation may be substituted for one year of general experience as indicated above.

Education Note: College or university transcript is required. An unofficial transcript is required in order to apply. Foreign degrees must be evaluated by a recognized evaluation service. (See www.naces.org/members.html)

SUPPLEMENTAL INFORMATION:

Driver's License: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle is necessary to perform essential duties of the position.

Authorization to Work: US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.

Special Note: Newly hired employees must agree to a thorough background check that will include fingerprinting. All data received will be kept in strict confidence except to inform the individual of the findings and what action will be taken as a result of this information.

Residency Law: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired by the Judiciary must establish, and then maintain, principal residence in the State of New Jersey.

Terms and conditions of employment will be governed by the applicable collective bargaining agreement.

***Minimum Salary Note:** For newly hired individuals, the starting salary will normally be at the minimum of the salary range. For current Judiciary employees, salary upon promotion or advancement will be an increase of 5% of base salary, not to exceed the maximum of the range, or the minimum salary of the band/level, whichever is greater.

***Maximum Salary Note:** Maximum Salary A is for Judiciary employees hired prior to June 3, 2014 and Maximum Salary B is for newly hired individuals or Judiciary employees hired on or after June 3, 2014.

The NJ Judiciary requires all applicants to complete the application process fully and as instructed. All applicants must complete the work experience and education sections and attach any required documents. Applications must describe all relevant work experience in detail, beginning with your current or most recent job, including military service (indicate rank), internships and job-related volunteer work, if applicable. Use a separate section to describe each position. Applicants who indicate "see resume" or enter their initials to acknowledge that they have skipped the Work History and Education sections will not be considered, unless they do not possess any education history or work experience. Only applicants that follow the application instructions and submit completed applications will be considered.

The New Jersey Judiciary consists of: the Supreme Court, the Superior Court including the Appellate Division and the Trial Court of the 15 vicinages in New Jersey, the Tax Court and the Municipal Court System. The Administrative Office of the Courts provides technical assistance, operational support, training, research and development, budget and personnel coordination, and development and operation of information systems for the Courts of New Jersey.

The Judiciary of New Jersey is an Equal Opportunity/Affirmative Action Employer Committed to Ensuring an Open Door to Justice

NeoGov applicant support at 1-855-524-5627 (toll free call)
Monday through Friday, 8:00 AM to 5:00 PM Pacific Standard Time (PST)

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.njcourts.gov>

Position #2020-03212
FINANCIAL SPECIALIST 2
FV

See Above
Various Counties, NJ US

Financial Specialist 2 Supplemental Questionnaire

- * 1. An unofficial college or university transcript is required to be uploaded into the employment application in order to be considered for this position. Please check below to acknowledge your understanding.

Acknowledgement

- * Required Question