

Office of Legislative Services Office of the State Auditor Notice of Vacancy

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| Title: | Assistant 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: | \$60,800.00 (\$61,800.00 after 6 months of satisfactory performance) |

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: 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 a business or related field such as accounting, finance, information systems, or data analytics, from an accredited college or university.

Preferred Education:

- Bachelor’s degree in a business or related field such as accounting, finance, information systems, or data analytics, from an accredited college or university supplemented by eighteen (18) credits in professional accounting courses or an accounting minor.

** 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.

Authorization to work: Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. The Office of Legislative Services does not provide sponsorship for citizenship to the United States.

Please respond by: March 29, 2024

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

Date Posted: February 16, 2024

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.