

Office of Legislative Services

Office of the State Auditor

Notice of Vacancy

Title: Audit Intern (2 positions)
(Anticipated dates June 2024 – August 2024)

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

Starting Salary: \$18.00 per hour

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 direction of an auditor-in-charge, the Audit Intern performs, as a member of the team, professional post-audit work of a routine nature, commensurate with educational level. Duties include: Assist in routine detail work in comprehensive field audit and examinations of state government agencies; accompany auditors of higher grades to auditee interviews; prepare work papers and reports for assigned tasks in accordance with established routines; prepare various audit schedules and analysis work papers, vouch documents; assist in review of the system of internal controls; and verify the accuracy of accounting records by application of appropriate auditing techniques such as vouching, footing, counting or confirmation as appropriate.

This is a 14-21 hour per week position which will be on-site.

Requirements:

Education:

- Pursuing a bachelor's degree in accounting or related field from an accredited college or university. Completion of Junior year or higher is preferred.

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.