



**JOB OPPORTUNITY  
DEPARTMENT OF CORRECTIONS  
WHITTLESEY ROAD  
P.O. BOX 863  
TRENTON, NJ 08625**



**THIS POSTING IS ONLY OPEN TO THE FOLLOWING:**

- ☐ Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- ☐ State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- ☒ Interested individuals who meet the stated requirements

**Issue Date:** August 20, 2021

**Posting No.:** 307-21

**TITLE:** Auditor Accountant Trainee **SALARY:** \$44,628.85 - \$46,646.55

**LOCATION:** New Jersey State Prison, Business Office – Trenton, NJ

**JOB DESCRIPTION:** As a trainee and productive worker, does the work involved in making field and office audits, evaluating program objectives and effectiveness, appraising the utilization of fiscal resources, and/or in keeping financial records and reports in a state department, institution, or agency; does related work.

**REQUIREMENTS**

**NOTE:** Positions in this title will be assigned to one of the career tracks identified below, and will advance to the corresponding journey level title upon the successful completion of the trainee period.

**Track 1:** Trainees advancing to the Accountant 3, Auditor 1, Auditor 3 Taxation, Financial Examiner or Municipal Finance Auditor 3 titles.

**Track 1:**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree, including or supplemented by twenty one (21) semester hour credit in professional accounting courses which may include courses in municipal or government accounting.

**NOTE:** Possession of a valid Certificate as a Certified Public Accountant or Registration as a Public Accountant issued by the New Jersey State Board of Accountancy may be substituted for the required degree in accounting.

**\*\*\* Qualified candidates will be granted interviews on a first-come, first served basis. \*\*\***

**PLEASE INCLUDE RESUME, COPY OF TRANSCRIPTS (UNOFFICIAL COPIES ARE ACCEPTABLE) AND CERTIFICATES, IF APPLICABLE, IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN SEPTMEBER 3, 2021.**

Forward Response To: Civilian Recruitment – Office of Human Resources  
Central Office Regional Personnel Services, Region 6  
P.O. Box 863  
Trenton, NJ 08625-0863

**Emailed resumes are to be sent only to:**

**Civilian.Recruitment@doc.nj.gov**