

Office of Legislative Services

Notice of Vacancy

Title: State Auditor

Location: Office of Legislative Services
Office of the State Auditor
Warren State Street, Trenton, New Jersey

Annual Salary: \$140,000-\$151,951.66

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:

The State Auditor, appointed jointly by the New Jersey Senate and General Assembly for a five-year term and until a successor is appointed, is responsible for providing independent, unbiased, timely, and relevant information to the Legislature, agency management and the citizens of New Jersey which can be used to improve the operations and accountability of public entities. The State Auditor directs the work of approximately 90 auditors in performing post-audits of all transactions and accounts kept for or by all departments, offices, and agencies of State government; making independent verifications of assets, liabilities, revenues, and expenditures of State departments, institutions, boards, commissions, offices, and agencies through annual financial audits; and performing follow-up compliance reviews on audit recommendations. Audits performed include performance, forensic, compliance, financial, and information technology audits. The State Auditor may be requested or directed by the Legislature or the Legislative Services Commission to study and issue reports with respect to the economy, internal management control, and compliance with laws and regulations of the operation of State or State-supported agencies.

Any person nominated for appointment to the Office of State Auditor shall be qualified by training and substantial experience in the field of corporate or public fiscal and management operations and affairs.

Outside employment is prohibited.

See Article VII, Section 1, paragraph 6 of the New Jersey Constitution; N.J.S.A. 52:24-2; N.J.S.A. 52:11-62

Requirements:

Education*:

- Bachelor's degree in accounting or in a related field with a minimum of 24 credits in accounting from an accredited college or university.

Preferred Education:

- Master's degree in accounting, public administration, public policy, business administration, economics, or related degree from an accredited college or university.

** 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:

- Ten years of increasingly responsible experience in the auditing of large-scale systems of accounts, preferably in the public sector, of which a minimum of five years of experience must have been in a senior managerial capacity.

Preferred Experience:

- Certified public accountant and/or professional auditing certification(s) preferred.
- Active participation in professional accounting or auditing associations preferred.
- New Jersey government experience preferred.
- Audit management software expertise 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.

Please respond by: August 21, 2020

Please send cover letter, resume, and two writing samples to:**

Christin Knox, Director of Human Resources
Office of Legislative Services
OLSHR@njleg.org

**Writing samples should be the applicant's own work (not have been co-written, edited, or proofed by others) and should demonstrate the ability to research and express fiscal matters clearly. Applicant's name must be reflected on each page of all writing samples.

Date Posted: July 20, 2020

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.