



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 080
TRENTON, NJ 08625-0081

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

GURBIR S. GREWAL
Attorney General

WILLIAM H. CRANFORD
Chief Administrator Officer

November 1, 2020
NOTICE OF JOB VACANCY
#ADMIN 09-20S

A competitive opportunity currently exists within the Department of Law and Public Safety, Division of State Police, for State employees with permanent status who meet the requirements listed below:

TITLE: Administrative Analyst 3, Accounting

SALARY: \$68,635.84 - \$97,643.83

LOCATION: Division of State Police
Administration Section
Fiscal Control Bureau
Accounting Unit
Division Headquarters
West Trenton, NJ 08628

NUMBER OF VACANCIES: One (1)

DUTIES: Under the general supervision of an Administrative Analyst 4, Accounting, or other supervisory staff, develops, reviews, analyzes, and appraises financial procedures and performance and prepares recommendations for changes and/or revisions therein; does other related duties.

REQUIREMENTS

EDUCATION: Graduation from an accredited college with a Bachelor's degree including or supplemented by twenty-one (21) credit hours in accounting.

NOTE: A valid New Jersey Certificate as a Certified Public Accountant issued by the New Jersey State Board of Public Accountants may be substituted for the Bachelor's degree plus the Twenty-one (21) credit hours in accounting.

EXPERIENCE: Three (3) years of a variety of experiences involving the auditing or the installation, operation, and maintenance of large-scale accounting systems.

NOTE: Applicants who possess the twenty-one (21) credit hours in accounting but do not possess a Bachelor's degree may substitute additional experience as indicated on a year for year basis thirty (30) credit hours is considered equal to one (1) year of college. A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of experience as indicated above.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESUME NOTE: Eligibility determinations will be based upon information presented in the resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

If interested, please send a cover letter indicating job vacancy number, copy of your transcript, which indicates the date your degree was conferred (required), and current resume before the closing date of November 1, 2020 to:

NJSPResumes@njsp.org

-OR-

Terri Kuntz, Manager 2
Division of State Police
Office of Human Resources
PO Box 7068
W. Trenton, NJ 08628-0068

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply. The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

