

POSTING NUMBER: HR19-0022 **ISSUE DATE:** February 21, 2019 **TITLE:** Supervising Accountant **CLOSING DATE:** March 7, 2019 **DIVISION / OFFICE /UNIT:** Division of Housing and Community Resources **SALARY RANGE:** \$27: \$70,449.95 - \$100,310.78 **NUMBER POF POSITIONS: 1** LOCATION: 101 S. Broad Street, Trenton, NJ 08625 ☐ Department-Wide (Department of Community Affairs Employees ONLY) **OPEN TO:** All Departments/Agencies (State Employees with permanent status ONLY) ☐ General Public and/or State Employees **DESCRIPTION OF MAJOR DUTIES:** Under the direction of the Director of Housing and Community Resources at the Department of Community Affairs, has charge of one of the major areas of the accounting program, the Housing Assistance Program; does other related duties. **REQUIREMENTS** (APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW) **EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree, including or supplemented by twenty-one (21) semester hour credits in professional accounting subjects. Possession of a valid certificate as a Certified Public Accountant issued by the New Jersey State Board of Public Accountants may be substituted for the Bachelor's degree and accounting credits. **EXPERIENCE:** Four (4) years of professional auditing and/or accounting experience, one (1) year of which shall have involved supervisory responsibility and one (1) year of which shall have involved computer- processed accounting systems. NOTE: Applicants may substitute a Master's degree in accounting for one (1) of the three (3) years of general professional experience indicated. Applicants who do not possess the Bachelor's degree but who do possess the twenty-one (21) semester hour credits in accounting may substitute the remaining experience for education as indicated above on a year for year basis. 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. A promotable eligible exists within the unit scope.

Please submit a resume including any required documents (degree, licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:

A promotional list exists within the unit scope.

An open competitive list exists.

New Jersey Department of Community Affairs
Office of Human Resources

HR19-0022

101 South Broad Street PO Box 800

Trenton, New Jersey 08625

Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted based on resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment UNLESS OTHERWISE EXEMPTED FROM THE LAW.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer

Revised: March 2018