



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, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions
- Employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions
- Interested individuals who meet the stated requirements

**Issue Date:** September 30, 2016

**Posting No.:** 316-16

**TITLE:** Administrative Analyst 3, Accounting **SALARY:** \$64,677.09 - \$92,011.89

**LOCATION:** Central Office, Office of Financial Management – Trenton, NJ

**JOB DESCRIPTION:** 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.

**NOTE:** 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.

**PLEASE INCLUDE RESUME \*AND COPY OF TRANSCRIPTS IF APPLICABLE (UNOFFICIAL COPIES ARE ACCEPTABLE) 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 October 17, 2016.**

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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](mailto:Civilian.Recruitment@doc.nj.gov)**