



**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
- State 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: June 8, 2018

Posting No.: 191-18

TITLE: Senior Audit Account Clerk **SALARY:** \$29,775.40 - \$41,380.90

LOCATION: Bayside State Prison, Business Office - Leesburg NJ

JOB DESCRIPTION: Under the direction of a Principal Audit Account Clerk or supervisory officer in a state department, institution, or agency, examines and checks calculations for completeness and accuracy, makes determinations and computations requiring a working knowledge of departmental rules, regulations, and policies, prepares and verifies payrolls, and/or may take the lead in a group of Audit-Account Clerks or other clerical employees; does other related work.

REQUIREMENTS

EXPERIENCE: One (1) year of experience in the preparation, review and verification of financial records for correctness, completeness, and legality.

PLEASE INCLUDE RESUME 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 JUNE 22, 2018.

Forward Response To: William Saraceni, Manager, Human Resources
Regional Personnel Services, Region 3
Southern State Correctional Facility
4295 Route 47
Delmont, NJ 08314

Emailed resumes are to be sent only to: William.Saraceni@doc.nj.gov