



PASSAIC COUNTY BOARD OF SOCIAL SERVICES

Talisa A. Coleman
Director

EXTERNAL POSTING

FROM: Human Resources Department

DATE: March 11, 2025

RE: AUDITOR ACCOUNTANT TRAINEE

The Passaic County Board of Social Services is seeking to fill one vacant **AUDITOR ACCOUNTANT TRAINEE** position. The chosen individual will work five (5) days, eight (8) hours, a total of forty (40) hours, Monday to Friday per week. Some weekends and evening work are required.

Residents of Passaic County are preferred.

JOB DESCRIPTION: Does the work, as a trainee and productive worker, involved in conducting field and office audits and/or in maintaining financial records and reports; does related work.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

JOB DUTIES: As trainee and productive worker: Learns to conduct field and office investigations, examinations, audit books and financial records. Learns to conduct inspections of financial transactions and records to ensure department regulations and accounting procedures are observed. Learns to audit and edit reports of costs and other financial summaries and statements. Learns to compile financial and other statements and reports using basic data. Learns to record accounting transactions in accordance with established department account procedures. Learns to review financial transactions. Maintains accounting or auditing records and files. Learns to assist with preparation of the budget request of the department or unit. Learns to prepare statements of the allocation and disbursement of budgeted funds. Prepares reports of audits.

JOB QUALIFICATIONS REQUIREMENTS:

NOTE: Applicants must meet one of the following or a combination of both experience and education.

Four (4) years of professional experience relevant to the position, including or supplemented by twenty-one (21) semester hour credits in professional accounting courses which may include courses in municipal or government accounting. **OR** Possession of a bachelor's degree from an accredited college or university, including or supplemented by twenty-one (21) semester hour credits in professional

FIELD OFFICE

114 Prospect Street
Passaic, NJ 07055-4092
(973) 470-5038

MAIN OFFICE

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Paterson, NJ 07505-2060
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1237 Ringwood Avenue
Haskell, NJ 07420-1539
(973) 839-5705



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accounting courses which may include courses in municipal or government accounting. **OR** Possession of a valid Certificate as a Certified Public Accountant or Registration as a Public Accountant issued by the New Jersey State Board of Accountancy.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

KNOWLEDGE AND ABILITIES: Knowledge of the principles and methods used in accounting and auditing. Knowledge of common types of records and procedures used to maintain accounts of financial transactions and of accounting methods, techniques, and machines. Knowledge of the methods used to discover and correct errors in financial documents. Ability to identify discrepancies in financial records. Ability to analyze accounting and auditing problems, organize auditing and accounting work, and develop work methods. Ability to ensure that auditing and accounting procedures are followed in auditing work and report preparation. Ability to establish and maintain cooperative working relationships with coworkers and others involved in the work of the unit. Ability to learn to apply auditing and accounting methods to auditing situations. Ability to apply basic law and regulations, and to ensure that financial records are checked for completeness, accuracy, and compliance with the law. Ability to make mathematical computations. Ability to collect data for and to prepare financial and other reports, summaries, and statements pertaining to audits. Ability to maintain records and files. Ability to learn how to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units. Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Candidates should submit their résumé via email no later than **4 pm on Friday, March 28, 2025.**

Resumes will only be accepted via email: personnel@pcbss.org

No Telephone calls, please.

The Passaic County Board of Social Services is an Equal Opportunity / Affirmative Action employer. As such, the Agency is required by Federal/State legislation to provide equal employment opportunities for all applicants without regard to race, religion, national origin, gender, age, or disability.

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