

Taxation Trainee Recruitment Fall 2018

The New Jersey Department of the Treasury, Division of Taxation is currently recruiting for the following full-time positions located primarily in Trenton, New Jersey. The recruitment process will take approximately 5 months with interviews scheduled for late October and early November and employment offers made in December. The target start date is February 2019. Candidates should bookmark and frequently visit <http://www.nj.gov/treasury/administration/job-op/recruit.shtml> for the most up-to-date information on the status of this recruitment effort.

Auditor Taxation Trainee – ([View Job Posting](#))

Minimum Requirements:

Graduation from an accredited college or university with a Bachelor's degree, including or supplemented by (21) credits in professional accounting courses which may include courses in municipal or government accounting. Possession of a valid Certificate as a Certified Public Accountant or Registration as a Public Accountant issued by the NJ State Board of Accountancy may be substituted for the required degree and/or (21) credits in Accounting.

Investigator Trainee Taxation– ([View Job Posting](#))

Minimum Requirements:

Graduation from an accredited college or university with a Bachelor's degree.

Tax Representative Trainee – ([View Job Posting](#)) Positions are located in Trenton, NJ ONLY.

Minimum Requirements:

Graduation from an accredited college or university with a Bachelor's degree.

For more information on the Division of Taxation and its various responsibilities, please visit the [Division of Taxation](#).

Eligible applicants MAY be scheduled for an interview. Applicants are encouraged to submit their completed applicant packages **as soon as possible as there are limited interview slots available and they may all be filled before the posted closing date.**

Additionally, the ability to reschedule an interview and/or offer an alternate interview date is extremely limited.

INSTRUCTIONS ON HOW TO APPLY

Candidates are required to submit an applicant package **via email only, no later than 5:00 P.M. on October 10, 2018.** Applicant packages will **NOT** be accepted by U.S. Mail, hand-carry or fax. Your submission must include a valid email address, as email will be the only method of contact used to schedule interviews. A current phone number is also required. **Candidates submitting incomplete packages will not be considered.**

Your applicant package must include:

1. Cover Letter
2. Resume
3. Application for Employment - [View Employment Application](#).
Your Employment Application must be completed in full and provide names and phone numbers of supervisors, dates of all employment and the reason for leaving. In addition, three business references must be listed.
4. Proof of Degree, which consists of:
 - a. Copy of transcripts (unofficial acceptable) indicating proof of degree and/or required credits (if applicable).
 - b. CPA Certificate (if applicable per permitted substitution clause).
 - c. Copy of Foreign Degree Evaluation (if applicable).

If you are qualified and interested in applying for this employment opportunity, submit your completed applicant package **via email ONLY** to TaxJobs@treas.nj.gov **no later than October 10, 2018**.

Please note on the subject line which title(s) you are applying for by using "**ATT**" for Auditor Taxation Trainee, "**ITT**" for Investigator Taxation Trainee, and "**TRT**" for Tax Representative Trainee. **Only one applicant package is required if applying for multiple titles.**

Residency Requirement: New State employees are required to obtain New Jersey residency within one (1) year of employment. [View More Information](#).

Veteran's Preference: [View More Information](#) or call the Department of Military & Veterans Affairs at 1-888-865-8387 (1-888-8NJ-VETS).

FILING DEADLINE IS OCTOBER 10, 2018

New Jersey is an Equal Opportunity Employer