



**CITY OF JERSEY CITY
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES**

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217



**Job Opening
Senior Auditor**

Department: Housing, Economic Development, and Commerce

Division: Community Development

Exempt/Non-Exempt: Exempt

Union/Management: Management

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: Monday-Friday – 40 hours per week

Salary: \$65,000 - \$70,000. Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City is seeking a Senior Auditor of Community Development Grant Programs and Projects to Work under the Department of Housing, Economic, Development, and Commerce in supporting the Division of Community Development (DCD) with the implementation and administration of all Community Development and Housing Programs including, but not limited to local Affordable Housing Trust projects, HOME projects, CDBG projects, NSP Projects, Home Repair Loans, Down Payment Assistance, Lead Repair Loans, Emergency Solutions Grants, and Housing Opportunities for Persons with HIV/AIDS. The role will also support the Community Development Division Director in developing and administering Community Development and Housing Policy initiatives, programs, and plans for the City of Jersey City.

Job Duties:

- Improve control and accountability for grant funds.
- Monitor, analyze, and assess risks and controls of the Division of Community Development programs, CDBG, HOME, HOPWA, ESG, AHTF, NSP, Section 108, NRP, and other programs that may apply.
- Review information on the organization's compliance with state and federal policies and laws and confirms that information.
- Make reports and recommendations to the division and Department Director and/or designated to oversee the Community Development Programs.
- Provide ongoing assurance that the grantee maintains internal controls to comply with laws, regulations, and provisions of contracts or grant agreements.
- Provide reports affirming the role in detecting fraud, waste, and abuse.
- Performs other duties as assigned.



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**Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.*

Required Education: Bachelor's Degree in Accounting from an accredited college or university.

Required Experience: Five to Seven (5-7) years of professional experience in accounting, auditing, or financial analysis.

Required License: Possession of a Certified Public Accountant License.

Essential Skills:

- Knowledge of modern management, interviewing, research, and sampling principles and practices.
- Thorough knowledge of the principles and practices of accounting, especially federal grant accounting.
- Thorough knowledge of the accepted auditing procedures, especially concerning extensive and complex accounting systems.
- Knowledge of the laws and regulations relating to CDBG accounting.
- Knowledge of computerized accounting procedures and systems.
- Ability to analyze and prepare detailed financial statements.
- Ability to interpret the requirements and objectives of independent, federal, and city audits.

This is a Civil Service Job, and you must eventually pass and qualify for the applicable Civil Service title.

To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).

Please note that this role is subject to the residency requirements set forth by NJ First Act.