

**TOWNSHIP OF LAWRENCE
MERCER COUNTY, NEW JERSEY**

Position: Auditor / Accountant Trainee

Salary Range: \$72,316 – \$100,725 annually

Work Schedule: Monday – Friday, 8:30 a.m. – 4:30 p.m.

Position Overview

The Township of Lawrence is seeking a motivated and detail-oriented Auditor / Accountant Trainee. This entry-level professional role supports financial auditing and accounting functions, ensuring accuracy, regulatory compliance, and proper documentation of departmental records and transactions. This position offers valuable training and career advancement opportunities within municipal finance.

Key Responsibilities

- Conduct and review financial transactions and records to ensure compliance with applicable laws, regulations, and internal procedures.
 - Audit, analyze, and compile financial reports, summaries, and statements.
 - Record accounting entries and maintain organized auditing and accounting files.
 - Assist in the preparation of budgets, including fund allocation and disbursement reports.
 - Support audit processes by preparing documentation and assisting with financial reviews.
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Core Competencies

- Foundational knowledge of accounting and auditing principles, including financial recordkeeping systems and error detection methods.
 - Strong analytical and problem-solving skills with attention to detail.
 - Proficiency in mathematical calculations and financial data analysis.
 - Ability to learn and apply auditing standards and regulatory requirements.
 - Effective communication and teamwork skills.
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Minimum Requirements

- Four (4) years of relevant professional experience in accounting, auditing, or a related field.
 - Completion of at least twenty-one (21) semester credit hours in professional accounting courses (municipal or government accounting coursework preferred).
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Advancement Opportunity

Upon successful completion of a twelve (12) month training period, employees may be eligible for advancement to one of the following titles, based on performance and training:

- Accountant (Job Code 00004)
- Auditor (Job Code 00846)

Failure to meet performance standards required for advancement may result in separation from employment.

Benefits

- Health, prescription, and dental insurance
 - New Jersey Pension System enrollment
 - Deferred compensation plan options
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How to Apply:

Interested candidates should submit a cover letter, résumé, and salary requirements to Kevin P. Nerwinski, Esq., Municipal Manager, at manager@lawrencetwp.com. The Township reserves the right to review applications, interview, and select a candidate before this deadline, and accept applications until the position is filled.