

NEW JERSEY DEPARTMENT OF THE TREASURY



NOTICE OF VACANCY

Manager 1, Fiscal Resources

SALARY RANGE: \$76,288.00 - \$110,627.23 (&32)

HOURS OF WORK: NL (35 Hour Workweek)

POSTING PERIOD FROM: August 30, 2019

TO: September 13, 2019

OPEN TO: Unit Scope: Division Wide

State Wide (all Departments/State employees)

Open to the General Public

DIVISION/LOCATION:

Division of Administration

Fiscal & Resources

50 West State Street, 8th fl.

Trenton, NJ 08625

JOB DESCRIPTION: Manages the fiscal operations for the Divisions of Pensions & Benefits, Investment and the State Lottery; provides detailed financial status reporting and analysis to assigned agency management; keeps management apprised of critical fiscal and budgetary issues that need to be addressed; reviews, approves, or disapproves procurement requests, purchase orders and employee reimbursements, assuring funding is in place and all processing is completed within State purchasing and accounting regulations; establishes financial and internal control systems to assist agencies in managing their fiscal resources; provides custom reports, cost tracking systems and other pertinent information and systems as required; reviews, approves, or disapproves the processing of University of Medicine and Dentistry of NJ (UMDNJ) tort settlements and legal fees payments; does other job related duties.

REQUIREMENTS: Open to full time STATE employees who have permanent status in a competitive title and who meet the requirements listed below:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree in Economics, Finance, Business Administration, Accounting, or Public Administration, with a minimum of twenty-one (21) semester hour credits in Finance, Economics, and/or Accounting courses. **(APPLICANT SUBMISSIONS MUST INCLUDE A COPY OF DEGREE AND/OR TRANSCRIPTS (OFFICIAL/UNOFFICIAL) DOCUMENTING POSSESSION OF DEGREE AND/OR SPECIFIED CREDITS).**

EXPERIENCE: Five (5) years of experience in work involving fiscal management. The experience may be in public finance, auditing, budgeting, or accounting. One (1) year of the required experience shall have been in a supervisory capacity.

SUBSTITUTIONS: A valid New Jersey certificate as a Certified Public Accountant or registration as a Public Accountant issued by the New Jersey State Board of Public Accounts may be substituted for the Bachelor's degree.

A general Bachelor's degree supplemented by a minimum of twenty-one (21) semester hour credits in Finance, Economics, and/or Accounting courses and two (2) years of work in Public Finance, Auditing, Budgeting, or Accounting may be substituted for the specific degree requirements.

If you qualify and are interested, please send your cover letter, resume, proof of degree and an Application for Employment via email only, by the closing date. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

NJ Department of the Treasury

Division of Administration/Human Resources

Employment Recruiter

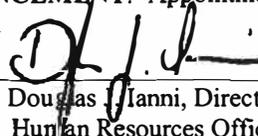
Email address: EmploymentRecruiter@treas.nj.gov

(Please use "MGR. 1, FR" in the Subject Line)

Your application for employment must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application. To obtain an application for employment, go to: <https://www.nj.gov/treasury/administration/pdf/hr-application.pdf>.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY:


Douglas J. Ianni, Director of Administration and
Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer