The State of New Jersey, Department of the Treasury, Division of Administration, Office of Fiscal & Resources, seeks an individual for the Integrity Monitoring Unit. The individuals will report to and take direction from fiscal supervisors, manage multiple fiscal accounts of Treasury's divisions and agencies, as well as supervise and coordinate work of junior fiscal staff.

Main duties and responsibilities in this position include, but are not limited to: Knowledge and experience of management concepts and practices, Proficiency in Microsoft Office and advanced knowledge with Excel, Experience with Business Objects reporting, Knowledge of procurements and purchase orders, Knowledge of the State's accounting regulations, Knowledge of the budget process, Excellent writing, communication and organization skills.

Preference will be given to those candidates that possess knowledge of NJSTART, NJCFS and MACSE.

Standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details will be made available throughout the interview process. Position offers a comprehensive benefits package including medical, prescription drug and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

**POSITION DESCRIPTION**

**POSENT REQUIREMENTS**

Open to the following: Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed below. This is not a promotional announcement. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.

**Education:**
Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics, or Finance courses.

**Experience:**
Four (4) years of experience in work involving fiscal analysis and evaluation, budgeting, and management operations in government, business, and/or a management consulting firm.

**Note:**
Applicants who do not possess the Bachelor’s degree, but who do possess the twenty-one (21) semester hour credits as listed above, may substitute the remaining education with experience as indicated above on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**Note:**
A Master's degree in one of the areas listed above may be substituted for one (1) year of experience; a Doctorate in one of the areas listed above may be substituted for two (2) years of experience.
IMPORTANT NOTES

Veteran’s Preference: Veterans must provide proof of New Jersey Veteran’s Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran’s Status. For more information, please visit: http://www.state.nj.us/csc/seekers/veterans.

Foreign Degrees: Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency: In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: https://nj.gov/labor/lwdhome/njfirst/NJFirst.html.

Work Authorization: Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on July 12, 2022:

• Cover letter/Letter of interest
• Resume
• Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)
• Transcript verifying 21 credits in the required fields

Treasury Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please list the “2022-019-R – AA4 FM” in the Subject Line)

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

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

Authorized by: ________________________________
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer