



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024 - 071 - P	ISSUE DATE: April 29, 2024	CLOSING DATE: May 13, 2024
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TITLE: Government Representative 2	OPEN TO: General Public
FUNCTIONAL TITLE: Financial Operations Manager	TITLE CODE: 55013 RANGE: X98
DIVISION: Police & Firemen's Retirement System of NJ	WORKWEEK: NL (35 hours)
LOCATION: 50 W State Street, Trenton, NJ	SALARY RANGE: \$ 225,000

JOB DESCRIPTION

The Police & Firemen's Retirement System of New Jersey (PFRSNJ), located in Trenton, New Jersey, seeks a Government Representative 2, functioning as the Financial Operations Manager. Under the direction of the Deputy Director of Financial Operations, the Financial Operations Manager advises the Deputy Director of Financial Operations and the Chief Financial Officer on financial operations, accounting, audit and actuarial policy, issues and improvements. Creates, writes and implements policies and procedures for the Fund.

The Financial Operations Manager assists the Deputy Director of Financial Operations, in establishing the mission and near-term objectives for PFRS from an operational perspective. Managing the day-to-day operations of the Fund. Working directly with the various vendors to ensure all aspects of the financial operations are operating smoothly and efficiently. Create reporting/metrics to ensure transparency on the financial operations for all staff and members. Coordinates with multiple financial vendors and accounting staff, including custodian, actuary and auditor to ensure smooth financial operations, timely and accurate reporting on a daily, monthly, quarterly and year-end successfully. Responsible for coordinating multiple teams and vendors to accomplish problem resolution and process efficiency enhancements. This includes but is not limited to Managing Accounting staff. Ensuring all deliverables are met. Solving Accounting issues with Custodian Bank. Quality assurance on both internal and external accounting processes. Monitor and be aware of any changes to GASB requirements, write up procedural changes required and ensure the fund meets all GASB requirements ACFR requirements. Works with the external auditors, acts as liaison between PFRS and audit firm, provides reports/data as needed, answer questions and challenges inaccuracies. Ensures timely delivery against target dates. Provides status update to the Director of Financial Operations. Works with the third party actuaries, ensures all data requirements are delivered both internally and externally, validating reporting outputs and ensure timely delivery against target dates. Provides status update to the Director of Financial Operations. Coordination of all operational vendors including issue resolutions, project management, efficiency improvements and new tool implementations. Ensure an efficient and effective operating environment from our vendors. Manages and directs resources for any projects. Provides any reporting required for internal constituents, complete ad-hoc informational requests, work closely with Investment Staff on reporting/informational needs, support legal on OPRA requests.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The 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 REQUIREMENTS

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

Experience: Six (6) years of managerial experience with a comprehensive knowledge of investment accounting, GASB, FASB and audit procedures; ability to interpret the intent and impact of legislation affecting the guidelines, rules, and regulations on investment policies and procedures, and to effectively disseminate this information through concise written guidelines and directives.

Note: Preference will be given to candidates with advanced degrees in Accounting, Finance, Business or related fields.



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GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

SAME Applicants:

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.

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 May 13, 2024:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2024- 071-P Financial Operations Manager" 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

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Authorized by:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer