State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

JOB POSTING

UNCLASSIFIED APPOINTMENT
(UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2017)

POSTING NUMBER: HR-0087

ISSUE DATE: May 21, 2014

TITLE: Administrative Analyst 1, Fiscal Management (Principal Financial Contracts Manager)

CLOSING DATE: June 4, 2014

DIVISION / UNIT: Sandy Recovery Division

SALARY RANGE: R29: $72,974.73 - $104,070.18

LOCATION: 101 S. Broad Street
Trenton, New Jersey

POSITIONS: 1

DISTRIBUTION: STATEWIDE

DESCRIPTION OF MAJOR DUTIES: Under the direction of the Assistant Division Director, CFO, the contracts manager will ensure financial compliance of program vendors in accordance with contract terms, CDBG-DR compliance requirements, and the State of New Jersey's fiscal contract requirements. The Contracts Financial Manager will work with the State contract managers in ensuring that the financial terms of the contract are reasonable, adhered to and tracked.

This position will be responsible for performing analyses to tee up for Leadership suggestions/recommendations on better rates for both initial contracts as well as contract extensions. This position will also work back with each of the program managers and partners utilizing the various contracts to ensure that each stakeholder understands their share of the overall cost, and linkages to performance drivers. Developing forecasts and tracking actuals against the forecasts for each vendor will be within the purview of this role, ensuring tie-in/interface with each of the partners/program managers utilizing the services. Developing and documenting the processes supporting "order to cash" flows will be required.

REQUIREMENTS:

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.

*Preference will be given to applicants with familiarity with contract management, process management particularly around financial flows. Adept at excel, Powerpoint. Strong analytical skills; excellent teaming/collaborative skills.

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.

LICENSE: Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0087
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer