

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING
UNCLASSIFIED APPOINTMENT

AMENDED

POSTING NUMBER: HR-0109

ISSUE DATE: September 13, 2013

TITLE: Assistant Division Director – Fiscal Administration

DIVISION/UNIT: Division of Local Government Services

CLOSING DATE: September 30, 2013

LOCATION: 101 South Broad Street, Trenton

POSITION(S): 1

SALARY RANGE: M98: \$90,000 - \$105,000

DISTRIBUTION: STATEWIDE

DESCRIPTION OF MAJOR DUTIES:

Under the direction of the Division Director, oversees certain fiscal administration responsibilities of the Division of Local Government Services. This will include, but not be limited to, overseeing, developing and implementing policies regarding the statutory reviews of certain New Jersey local government units and providing technical accounting and financial reporting guidance to staff and local officials; and advising the Director and staff on public financing activities of local units. The position may include all or some of the following responsibilities:

- Take a lead role in advancing solutions to local units experiencing fiscal distress
- Communicate on behalf of the Division to the auditing and accounting community
- Prepare and deliver public presentations
- Provide guidance on fiscal legislative and policy issues
- Prepare technical and guidance documents concerning financial administration
- Manage special research projects
- Assist with Division data analysis activities
- Manage and prepare responses to public inquiries
- Study work flow and procedures and develop reporting and process improvements
- Supervise staff of up to 20 employees involved in these activities

QUALIFICATIONS:

Graduation from an accredited college with a Bachelor's degree required; Master of Business Administration (MBA), advanced degree in accounting or Master of Public Administration (MPA) preferred; New Jersey professional certification as a Certified Municipal Finance Officer or Certified Public Accountant or Registered Municipal Accountant also strongly preferred. Strong written and verbal communication skills are required.

Five (5) years of experience as an auditor or fiscal manager involving New Jersey local government finance in a New Jersey government agency or audit firm with significant public sector experience, two (2) of which shall have been in a supervisory capacity; qualified candidates will have background or job experience in some or all of the following, with a diversity of experience preferred: New Jersey local government financial practice, writing and presentation of information; information technology; human resource management. Qualified candidates should also be skilled at an advanced or expert level in the use of Microsoft Office, particularly Excel, email, and Internet.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the 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 to:

Office of Human Resources
New Jersey Department of Community Affairs
HR# 0109
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

Interviews will be granted on the basis of the resume.

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.