

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR- 0163

ISSUE DATE: December 3, 2013

TITLE: Senior Fiscal Analyst

CLOSING DATE: December 17, 2013

DIVISION/UNIT: Office of Fiscal Services

LOCATION: 101 South Broad Street
Trenton, NJ 08625

SALARY RANGE: P21: \$50,643.69 - \$71,698.74

POSITION(S): 1

DISTRIBUTION: STATEWIDE

DESCRIPTION OF MAJOR DUTIES:

Under direction of a supervisor, performs the work involved in the analysis of fiscal activities including budget preparation, review and maintenance; does other related duties. Reviews expenditures for compliance with budget policies; determines approval or rejection of requests for funds. Will be required to utilize various financial and information management systems, such as MACS-E (New Jersey procurement system), SAGE (Department of Community Affairs grants management system), NJCFS (New Jersey accounting system), and E-Catalog (New Jersey electronic purchasing system).

REQUIREMENTS

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

EXPERIENCE: Two (2) years of experience in the collection, analysis, evaluation, and presentation of financial data used to provide an accurate accounting of administrative and operating costs, and the preparation of reports containing conclusions and recommendations for a private business or government agency.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

NOTE: A Master's degree in Business Administration, Public Administration, Accounting, or Finance may be substituted for one (1) year of the required experience.

LICENSE/CERTIFICATIONS: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than 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:

Human Resources Director
New Jersey Department of Community Affairs
HR# 0163
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.

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