



NEW JERSEY DEPARTMENT OF AGRICULTURE
200 RIVERVIEW PLAZA
P.O. BOX 330
TRENTON, NJ 08625-0862



NOTICE OF VACANCY

OPEN TO CURRENT PERMANENT STATE EMPLOYEES ONLY

TITLE: Manager 1 (Fiscal Resources)	ANNOUNCEMENT #: 41-25	ISSUE DATE: 11/7/2025 CLOSING DATE: 11/21/2025
SALARY RANGE: \$106,547.31 - \$157,362.71		☐ DEPARTMENT WIDE ☒ STATEWIDE
LOCATION: Office of the Secretary, Fiscal Office, 200 Riverview, Trenton, NJ		☐ GENERAL PUBLIC
JOB DESCRIPTION		
Under the direction of the Chief Fiscal Officer in the New Jersey Department of Agriculture and/or other higher-level manager, this position will be required to assist in the accomplishments of the overall goals of the Fiscal Unit and manage and direct a major component of the fiscal program such as budgeting, accounting, auditing, procurement, revenue, or finance, consisting of less than 10 subordinate staff members; manages staff and work activities; prepares and signs official performance evaluations for subordinate staff. Duties will include, but not limited to, assisting with the development of the Department's budget operations in compliance with State and Federal policies and procedures; assisting in development, review, and analysis of State and Federal budgets and guidelines; making recommendations for changes and/or revisions; overseeing the department's procurement program assisting all divisions with associated needs; acting as Approval Officer for the department relative to NJSTART and NJCFS transactions; processes travel requests following the state travel circular guidelines; assist the Chief Fiscal Officer in the preparation of the department Yearly Spending Plan and close out; performs other related duties as required.		
REQUIREMENTS		
EDUCATION: Graduation from an accredited college or university with a Bachelor's degree in Economics, Finance, Business Administration, Accounting, or Public Administration, with a minimum of twenty-one (21) semester hour credits in finance, economics, and/or accounting courses. NOTE: A bachelor's degree in any area supplemented by a minimum of twenty-one (21) semester hour credits in finance, economics and/or accounting courses plus two (2) additional years of experience as indicated below may be substituted for the required education. NOTE: A valid New Jersey certificate as a Certified Public Accountant or a registration as a Public Accountant issued by the New Jersey State Board of Accountancy may be substituted for the Bachelor's degree. EXPERIENCE: Five (5) years of experience in fiscal management including work in auditing, budgeting, accounting, or public finance; one (1) year of which shall have been in a supervisory capacity. NOTE: Foreign transcripts must be evaluated by a recognized evaluation service at your expense. Please submit a copy of the evaluation with each application that requires a college degree or credits. For additional information, please refer to the Civil Service Commission's website at: http://www.state.nj.us/csc/seekers/about/steps/step2.html. 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. AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services regulations. NOTE: The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.		
IMPORTANT NOTICE		
Effective September 1, 2011, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless an exemption is obtained. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.		
ELECTRONIC FILING INSTRUCTIONS		
Interested applicants must email a cover letter, including the announcement number, resume, and transcripts by the closing date of this Notice of Job Vacancy to njdajobs@ag.nj.gov.		
SAME PROGRAM INFORMATION		
SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted to njdajobs@ag.nj.gov along with your resume, cover letter, announcement number, and transcript (if position has a degree requirement) by the closing date indicated above. For more information on the SAME		

Program visit their website at: <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

BENEFIT(S)*

**Pursuant to the State/Department’s policy, procedures and/or guidelines.*

Statewide benefits include:

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| Deferred Compensation | Paid Time Off |
| Health and Life Insurance | State Holidays |
| Flexible and Health Savings Accounts (FSA) (HSA) | Up to \$250 in rewards for Wellness Program |
| Alternate Work Week available for some positions | Telework available for some positions |

The New Jersey Department of Agriculture is an Equal Employment Opportunity Employer