



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



**NOTICE OF JOB VACANCY**

<b>TITLE:</b> TES Fiscal Assistant (Temporary Employment Services, Limited to 944 hours per fiscal year)	<b>ANNOUNCEMENT #:</b> 17-26	<b>ISSUE DATE:</b> 4/15/2026 <b>CLOSING DATE:</b> 5/6/2026
<b>SALARY RANGE:</b> \$40.00-45.00 per hour		<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC
<b>LOCATION:</b> Office of the Secretary (Fiscal), 200 Riverview Plaza, Trenton, NJ 08625 <b>Schedule is Monday, Tuesday, Wednesday and 6 hours per day.</b>		
<b>JOB DESCRIPTION</b>		
<p>Under the direction of the Chief Fiscal Officer, this position will be responsible for entering batches as they are emailed from Child Nutrition staff (from our Division of Food and Nutrition) into the multiple Excel spreadsheets and providing appropriate approval batches each Friday.</p> <p>Additional tasks include:</p> <ul style="list-style-type: none"> <li>• reconcile expenditures upon conclusion of approval of batches</li> <li>• utilizing internal spreadsheets and NJCFS</li> <li>• addresses any discrepancies before proceeding to the next step in accordance with the Cash Management Improvement Act (CMIA)</li> <li>• enter weekly ACH drawdown amount into the Excel spreadsheets after reconciled with expenditures and current revenue amounts</li> <li>• update the CMIA spreadsheet</li> <li>• maintain weekly batches and associated information in an organized fashion that is easily retrievable</li> <li>• ensure to verify ASAP numbers as new Letter of Credits are received from the USDA</li> <li>• responsible for spreadsheet development and maintenance associated with Treasury Central Costs, DAG costs, and departmental internal costs</li> <li>• distribute billings to the department and track associated payments</li> <li>• provide updated information relative to the disposition of all Treasury, DAG, and departmental billings and payments at any time</li> <li>• approves New Jersey Comprehensive System (NJCFS) and NJSTART documents</li> <li>• does other related duties</li> </ul>		
<b>REQUIREMENTS</b>		
<p><b>EXPERIENCE:</b> Excellent Excel spreadsheet skills in conjunction with a working New Jersey Comprehensive Financial System (NJCFS) knowledge and the ability to perform revenue and expenditure reconciliations, using the multiple spreadsheets and NJCFS.</p>		
<p><b>LICENSE:</b> Appointees 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.</p>		
<p><b>AUTHORIZATION TO WORK:</b> Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services regulations.</p>		
<p><b>NOTE:</b> The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.</p>		
<b>IMPORTANT NOTICE</b>		
<p>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.</p>		
<b>ELECTRONIC FILING INSTRUCTIONS</b>		
<p>Interested candidates must email a cover letter, including the announcement number, resume and transcripts by the closing date of this Notice of Job Vacancy to <a href="mailto:njdajobs@ag.nj.gov">njdajobs@ag.nj.gov</a>.</p>		
<b>SAME PROGRAM INFORMATION</b>		
<p><b>SAME APPLICANTS:</b> If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B letter), must be submitted to <a href="mailto:njdajobs@ag.nj.gov">njdajobs@ag.nj.gov</a> 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: <a href="https://www.nj.gov/csc/about/divisions/eo/">https://www.nj.gov/csc/about/divisions/eo/</a>, email: <a href="mailto:CSC-SAME@csc.nj.gov">CSC-SAME@csc.nj.gov</a>, or call CSC at (609) 292-4144, option 3.</p>		

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