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

NOTICE OF JOB VACANCY

TITLE: TES Fiscal Assistant (Temporary Employment Services, Limited to 944 hours per fiscal year)	**ANNOUNCEMENT #: 43-26**	**ISSUE DATE: 11/05/2026** **CLOSING DATE: 12/2/2026** **EXTENDED**
SALARY RANGE: $35.00-45.00 per hour		**[ ]** DEPARTMENT WIDE **[ ]** STATEWIDE **[X]** GENERAL PUBLIC
LOCATION: Office of the Secretary (Fiscal), 200 Riverview Plaza, Trenton, NJ 08625 **Schedule is Monday, Tuesday, Wednesday and 6 hours per day.**		

JOB DESCRIPTION

Under the direction of the Chief Fiscal Officer, this position will be responsible for spreadsheet development and maintenance associated with Treasury Central Costs, and departmental internal costs; preparation of share costs, distribute billings to the department and track associated payments; provide updated information relative to the disposition of all Treasury and departmental billings and payments at any time; approve New Jersey Comprehensive Financial System (NJCFS) and NJSTART documents; responsible for the yearly Non-Debt Tax exercise as mandated by Treasury; does other related duties. Serves as backup to current AA4 staff.

REQUIREMENTS

EXPERIENCE: Minimum of 2 years of working knowledge of Excel inclusive of inputting formulas; organize and maintain hard copy files and network files of all spreadsheets and accompanying schedules; knowledge of the New Jersey Comprehensive System (NJCFS), NJSTART, and Treasury circular letters governing procurement policies.

PREFERRED SKILLS: Prior State service with a fiscal background a plus; knowledge of the TABS system is essential, but training will be provided; ability to analyze problems and recommend solutions; detail orientated; general knowledge of CFS and NJSTART; knowledge of Treasury circular letters relative to procurement policies; Excel capability to include developing formulas; ability to learn quickly from oral and written directions.

LICENSE: 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.

FOREIGN DEGREES: Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission and failure to submit the required evaluation may result in an ineligibility determination.

AUTHORIZATION TO WORK: 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.

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 candidates 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://www.nj.gov/csc/about/divisions/eeo/, email: CSC-SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

BENEFITS*

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

TES benefits include: Earned sick time

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