Title: Analyst Trainee

Number: M&B-2022-3 (REPOST)

Open to: General Public

Workweek: 35 (35-hour) Workweek

Salary: (P95) $46,431.86 (Non-Negotiable)

Opening Date: 8/4/2022

Closing Date: 8/19/2022

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection
Management & Budget
Budget & Finance
Budget & Account Management
428 East State Street
Trenton, NJ 08625

Scope of Eligibility: Open to applicants who meet the requirements below.

Description: Under the direction of a supervisor in a State department or agency, as a trainee and productive worker, receives on-the-job training in analytic practices/procedures and application and research and preparation of reports, completes assignments which will provide practical analyst experience and/or learns to review and analyze financial reports; does other related work.

Specific to the Position: Under direct supervision, assists in the coordination and preparation of the Department’s annual budget submission including all related schedules and documents; assists in the preparation and analysis of quarterly departmental spending plans and Treasury, OMB spending plans; assists in the preparation and analysis of various financial spreadsheets and reports needed to provide recommendations and meet needs, goals, expectations, and deadlines; reviews funding for equipment purchases and personnel actions; assists in monitoring the posting of revenue; processes daily and quarterly payments to other State agencies; reviews, prepares, follows-up on, and files accounting transactions; other fiscal needs as requested.

Preferred Skill Set: Candidate should have experience with Microsoft Office with advanced proficiency in Excel. Any prior experience in fiscal/financial analysis, budgeting, and/or accounting is preferred.

Requirements

Education: Graduation from an accredited college or university with a Bachelor's degree.
NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

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.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship, and Immigration Services regulations. Note: The State of New Jersey does not provide sponsorship for citizenship to the United States.

Note: Interviews will be granted based on the cover letter, resume and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview.

Per Executive Order 253, all State employees are required to be fully vaccinated or undergo weekly testing. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this NOV.

APPLICANTS WHO ALREADY FILED FOR THIS POSTING NEED NOT REAPPLY, SINCE ALREADY SUBMITTED RESUMES WILL BE TAKEN INTO CONSIDERATION FOR THESE POSITIONS.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans’ Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit https://nj.gov/military/veterans/services/civil-service/preference/

Submit Letter of Interest, Resume, and e-mail address by 4:00 PM on the Closing Date to:

Melissa Burk-Pocino
Management & Budget
E-mail Address: EXECUTIVE.Resumes@dep.nj.gov
Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.
Please indicate how you heard about the position in the body of the email

Posting Authorized By:

Phiroza Stoneback, Manager
Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.