State of New Jersey

Department of Human Services

Mikie Sherrill
Governor

Vacant
Lt. Governor

Stephen Cha, MD, MHSR
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING #:	412-26	**ISSUE DATE:**	10/30/2026	**CLOSING DATE:**	11/13/2026
TITLE:	Administrative Analyst 4, Fiscal Management				
LOCATION:	New Jersey Department of Human Services Office of Finance 222 S. Warren Street Trenton, NJ 08625	**RANGE:**	R29		
		SALARY:	$95,955.40 - $141,386.20		
		UNIT SCOPE:	K750 - Office of the Assistant Commissioner		
		SERV. CLASS:	Competitive		
OPEN TO:	Current Office of Finance Employees Only				

DESCRIPTION

DEFINITION:	Under the general supervision of a supervisory official in the fiscal management areas in a State department or agency, coordinates and supervises work activities of Administrative Analysts, Fiscal Management of lower grade or other subordinate staff engaged in/responsible for fiscal management activities in planning and conducting management, statistical, organizational, fiscal, performance, and budget analyses of department and/or division programs, and where alternative programs are needed makes evaluations and recommendations as required; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; does other related duties as required.
SPECIAL NOTE:	Responsible for monitoring the output/input as it relates to the collections and deposits of monies throughout the application, troubleshooting any issues. Ensure all federal policies and requirements that affect Medicare Part B billing are being met and that the application changes are made, when necessary. Responsible to perform integrated system testing, requiring sign-off and production implementation. Responsible to produce revenue reports generated from MBS and ad hoc reporting, utilizing a Web Focus reporting tool for quick query results for audit purposes, hospital business offices and projections for future anticipated revenue. Provide assistance to DDD/DBH, with application security, data-entry, correcting rejected claims and all system related questions or requests for data.

REQUIREMENTS

REQUIREMENTS:	Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience. Eight (8) years of professional experience in work involving fiscal analyses and evaluation, budgeting, and management operations in government, business, and/or a management consulting firm, including or supplemented by twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics or Finance courses. **OR** Possession of a bachelor's degree from an accredited college or university, including or supplemented by twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics or Finance courses; and four (4) years of the above-mentioned professional experience. **OR** Possession of a master's degree in Accounting, Business Administration, Economics or Finance; and three (3) years of the above-mentioned professional experience. **OR** Possession of a doctorate degree in Accounting, Business Administration, Economics or Finance; and two (2) years of the above-mentioned professional experience **NOTE:** "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.
SPECIAL NOTE:	Experience with the statewide accounting system NJCFS, Business Objects, and advanced skills in Microsoft Excel will be considered in the application process for this position.
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.

IMPORTANT NOTICES

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. Failure to submit the required evaluation may result in an ineligibility determination.
RESIDENCY:	In accordance with N.J.S.A. 52:14-7 (NJ PL 70), the "New Jersey First Act", all employees must reside in the State of New Jersey (NJ), unless exempted under the law. If you do not live in NJ, you have (1) year after you begin employment to relocate your residence to NJ. 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. The State of New Jersey does not provide sponsorships for citizenship to the United States.

DRUG SCREENING:	If you are a candidate for a position with DHS, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing ***will be at your expense***. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired. You will be advised if the position for which you're being considered requires drug testing and how its administered.
CIVIL SERVICE LISTS:	Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. All appointments will be made utilizing the procedures and guidelines in accordance with N.J.A.C. 4A.
TELEWORK:	Certain positions may be eligible to participate in the Department's "Telework Program", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.
EMPLOYEE BENEFITS:	In accordance with the "Pay Transparency Act", the NJ State Benefits Package includes: State Health Benefits Program (medical, dental, prescription drug and vision care); Pension; Deferred Compensation; Public Service Loan Forgiveness (PSLF) participation; Tuition Reimbursement; Flexible and Health Spending Accounts (FSA/HSA); Paid holidays; Paid Leave (vacation days, sick days and administrative leave days); Telework; Alternate Work Week Program; Life Insurance; Tax$ave; NJ Well; State Employee Discount Program; Employee Advisory Service (EAS); Please be advised that eligibility for any of the benefits listed may vary pursuant to job duties, operational need, funding, policy, procedures and/or guidelines.

FILING INSTRUCTIONS

Forward a cover letter, resume, and transcript (if applicable) electronically to:

DHS-CO.Resumes@dhs.nj.gov

You **must** include the Job ***Posting #***, and ***Last Name*** in the **subject line** of your email. **Example: (123-25, Smith)**

New Jersey Department of Human Services is an Equal Opportunity Employer