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 #:	414-26	**ISSUE DATE:**	10/30/2026	**CLOSING DATE:**	11/13/2026
TITLE:	Manager 1 Fiscal Resources				
LOCATION:	Division of Mental Health and Addiction Services Fiscal Office – Accounting Unit 5 Commerce Way Hamilton, NJ 08690	**RANGE:**	&32		
		SALARY:	$110,276.47 - $162,870.37		
		UNIT SCOPE:	K950		
		SERV. CLASS:	Competitive		
OPEN TO:	Current *Division of Mental Health and Addiction Services* Employees with Underlying Permanent Status				

DESCRIPTION

DEFINITION:	Under the supervision of a Manager 2 Fiscal Resources or other higher-level manager in a State department, institution, or agency, manages and directs a major component of the fiscal program such as budgeting, accounting, auditing, procurement, revenue, or finance, consisting of less than 10 subordinate staff members; or serves as the chief fiscal officer in a department, institution, or autonomous agency with less than 700 employees; manages staff and work activities; prepares and signs official performance evaluations for subordinate staff; does other related duties as required.

REQUIREMENTS

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