



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Tahesha L. Way
Lt. Governor
Sarah Adelman
Commissioner

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

JOB POSTING #:	110-25	ISSUE DATE:	5/7/2025	CLOSING DATE:	5/21/2025
TITLE:	Manager 2 Fiscal Resources				
LOCATION:	Division of Family Development Office of Budgetary and Financial Management Financial Reporting Unit 6 Quakerbridge Plaza Hamilton, NJ 08619	RANGE:	&34		
		SALARY:	\$113,006.44 - \$161,727.85		
		UNIT SCOPE:	K500 – Division of Family Development		
		SERV. CLASS:	Competitive		
OPEN TO:	Current State Employees with Underlying Permanent Status				
DESCRIPTION					
DEFINITION:	Under the supervision of a Manager 3 Fiscal Resources or other higher-level manager or executive official in a State department, institution, or agency, manages and directs one major component of the fiscal program such as budgeting, auditing, accounting, procurement, revenue, or finance consisting of at least 10 subordinate staff members, or two or more major components consisting of less than 20 subordinate staff members; or serves as the chief fiscal officer in a department, institution, or autonomous agency with more 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: Six (6) years of experience in fiscal management including work in auditing, budgeting, accounting, or public finance; two (2) years of which shall have been in a supervisory capacity.				
SPECIAL NOTE:	The preferred candidate will have the following: <ul style="list-style-type: none">• Knowledge and experience related to federal claiming.• Knowledge and experience related to cost allocation.• Knowledge and experience related to reading and understanding federal and state regulations.				
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					
NOTE FOR 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:	Effective 9/1/11, 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 he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.				
DRUG SCREENING:	If you are a candidate for a position that involves direct client care with the Department of Human Services, 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 to proceed with the testing.				
NOTE(S):	* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. * <u>Telework</u> : This position may be eligible to participate in the Department's pilot "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.				
FILING INSTRUCTIONS					
Forward a cover letter and resume electronically to: dfdhrrsumes@dhs.nj.gov You must include the Job Posting # , and Last Name in the subject line of your email. Example: (123-22, Smith)					

New Jersey Department of Human Services is an Equal Opportunity Employer

