



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Carole Johnson
Commissioner

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

JOB POSTING NUMBER	224-19	ISSUE DATE	9/12/2019	CLOSING DATE	9/26/2019
TITLE	Administrative Analyst 4 Accounting	RANGE	R29		
LOCATION	Division of Family Development Office of Budget and Financial Management 6 Quakerbridge Plaza Hamilton, NJ 08619	SALARY	\$77,251.57 - \$110,169.34		
		OPEN TO	Current State employees		
DEFINITION	<p>Under the general supervision of a supervisory official, supervises the development, review, analysis, and appraisal of financial procedures and performance and helps to prepare recommendation for changes and/or revisions therein; Supervises staff and work activities. Prepares and signs official performance evaluations for subordinate staff; does other related duties.</p> <p>Knowledge of federal assistance programs which may include Temporary Assistance for Needy Families, Child Care, Supplemental Nutrition Assistance Program, Child Support and Refugee and the ability to review legislation, regulation, policies and programmatic changes to ensure compliance when submitting federal claims for assigned programs is desired.</p> <p>NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.</p>				
REQUIREMENTS					
EDUCATION	<p>Graduation from an accredited college with a Bachelor's degree including or supplemented by twenty-one (21) credit hours in accounting.</p> <p>NOTE: A valid New Jersey Certificate as a Certified Public Accountant issued by the New Jersey state Board of Accountancy may be substituted for the Bachelor's degree plus twenty-one (21) credit hours in accounting.</p>				
EXPERIENCE	Four (4) years of experience involving the auditing or the installation, operation and maintenance of large-scale accounting systems.				
NOTE	<p>NOTE: Applicants who have successfully completed twenty-one (21) semester hour credits in accounting may substitute the indicated non-supervisory experience as noted above on a year for year basis for the remaining education.</p> <p>NOTE: A Master's degree in public administration, business administration, economics, finance, or accounting may be substituted for one (1) year of experience as indicated above.</p>				
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.				
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 NOTICE					
RESIDENCY	<p>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.</p>				
NOTE	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.				
DRUG SCREENING	If you are a candidate for a position that involves direct client care in one of the Department of Human Services' hospitals or developmental centers, 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.				
FILING INSTRUCTIONS					
Forward a cover letter and resume electronically to: dfd-hrresumes@dhs.state.nj.us					
You must include the Job Posting # in the subject line of your email.					

New Jersey Department of Human Services is an Equal Opportunity Employer