



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 #:	381-25	ISSUE DATE:	12/3/2025	CLOSING DATE:	12/17/2025
TITLE:	Section Supervisor, Fiscal Resources				
LOCATION:	Division of Mental Health and Addiction Services Budgeting Unit 5 Commerce Way Hamilton, NJ 08691	RANGE:	S30		
		SALARY:	\$97,099.98 - \$143,175.68		
		UNIT SCOPE:	K950		
		SERV. CLASS:	Competitive		
OPEN TO:	Current <u>NJ State Employees</u> with Underlying Permanent Status				
DESCRIPTION					
DEFINITION:	Under supervision of a Manager 1, Fiscal Resources in a state department or agency, supervises professional staff in a major sub-element of the fiscal program such as budgeting, accounting, auditing, procurement, or finance.				
SPECIAL NOTE:	Some of the duties will include: Reviewing and preparing fiscal tables and federal financial report for federal grant applications, agreements and accounting documents to ensure accurate budget information, conformity with grant terms, and proper utilization of federal and state resources consistent with federal and state regulations and procedures. • Analyze program expenditures and projected fiscal impacts related to contract modifications, or extensions • Assist in preparation of analytical documents as needed in special projects assignments requested by the Assistant Commissioner, CFO, Deputy CFO, and Budget Director.				
REQUIREMENTS					
REQUIREMENTS:	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.				
	EXPERIENCE: Five (5) years experience in work involving fiscal management, which shall have included public finance, auditing, budgeting, or accounting.				
	SUBSTITUTIONS: 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 Public Accountancy may be substituted for the required education. A general Bachelor's degree supplemented by a minimum of twenty-one (21) semester hour credits in finance, economics and/or accounting courses plus two (2) years of experience involving fiscal management which shall have included public finance, auditing, budgeting, or accounting may be substituted for the required education.				
SPECIAL NOTE:	Federal Grant Experience is strongly preferred. This is a repost of job vacancy 235-25. Applicants who applied to the first posting need not reapply.				
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 <u>must be evaluated</u> 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.				
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 <u>will be at your expense</u> . 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 " <u>Telework Program</u> ", 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.
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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)**

New Jersey Department of Human Services is an Equal Opportunity Employer