



Notice of Job Vacancy

Posting #: 2022-288		Issue Date: 9/15/2022		Closing Date: 9/29/2022	
Title: Administrative Analyst 3, Accounting			Range/Title Code: P26/50075C		Salary: \$72,836.90 - \$103,620.41
Unit Scope: Statewide Career Service		Location: NJ DOL Office of Finance & Accounting, Trust Fund Unit, Trenton, NJ		Workweek: NL	# Vacancies: 3

Job Description

The Department of Labor and Workforce Development (DOL) provides many benefits to employees to acknowledge and value their contribution. Statewide benefits include health insurance, pension, Flexible Spending Accounts (FSA)/Health Savings Accounts (HSA), life insurance, deferred compensation and more. The DOL also provides tuition reimbursement (after nine months of employment), a higher education program, the Public Service Loan Forgiveness (PSLF) and Temporary Expanded PSLF (TEPSLF) Programs, and employee training. The DOL also provides options for participation in the Telework, Alternate Workweek or Flextime Programs pursuant to the Department's policy.

These positions will report to and assist the Administrative Analyst 4's of the Trust Fund Unit with a variety of accounting functions including General Ledger Posting, Banking functions including statements, wire transfers, draws and allocations, Payroll Tax liability and payments, IRS Forms 941, 945 and correspondence, Child Support Garnishments, Database Maintenance for Private Plan Disability Insurance, Inter-Trust Fund Due to/Due From debts and payments, Assessments and Financial Statements.

The Trust Fund Unit manages the Unemployment Compensation Fund, Temporary Disability Benefit Fund, Unemployment Compensation Auxiliary Fund, UC Interest Repayment, Second Injury, Uninsured Employers, Catastrophic Illness, Right to Know, and Pollution Prevention Fund among others. This unit is also responsible for managing the banking operations and ensuring that there are proper internal controls and safeguards for receipts and disbursements. They approve wire transfers, all while assuring compliance with GAAP, GASB and Federal and State regulations.

Additionally, these positions will be responsible for ensuring the proper application of accounting rules and regulations in accordance with federal and state laws and guidelines.

NOTE: Preference will be given to following:

- Those who have three (3) years of experience in work involving accounting, fiscal analysis and evaluation, budgeting and forecasting, and management operations in government, business, and/or a management consulting firm.
- Candidates who have experience with NJCFS.
- Candidates who have General Ledger experience, Banking experience, Payroll Tax experience and NJDOL Employer Tax System experience.

Civil Service Commission Requirements (Education/Experience/Licenses)

Open New Jersey state career service to employees currently permanent in any competitive title and who meet the requirements below:

EDUCATION: Graduation from an accredited college with a bachelor's degree including or supplemented by twenty-one (21) credit hours in accounting.

NOTE: Applicants must submit a copy of your unofficial transcripts to verify the required credits earned. Failure to submit unofficial transcripts with your resume may result in your ineligibility.

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 the twenty-one (21) credit hours in accounting.

EXPERIENCE: Three (3) years of experience involving the auditing or the installation, operation and maintenance of large-scale accounting systems.

NOTE: Applicants who possess the twenty-one (21) credit hours in accounting but do not possess a Bachelor's degree may substitute additional experience as indicated on a year for year basis thirty (30) credit hours is considered equal to one (1) year of college).

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.

RESUME NOTE: Eligibility determinations will be based only upon information presented on the resume along with other supporting documents. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of the transcripts from a recognized evaluation service at the time of submission. Failure to do so may result in your ineligibility.

LICENSE: Appointee 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.

TO APPLY for this Position

If you qualify and would like to be considered, **submit a letter of interest and your resume (including daytime phone number and email address)** to the person and email address listed below. You **must** submit your response by the closing date shown above and include the Posting number.

EMAIL:

Human Capital Strategies

Recruitment Unit

LWDJobPostings@dol.nj.gov

*Subject line must specify complete job posting number

This is not a promotional announcement for a Civil Service Examination.

This posting may result in personnel actions which will require final approval by the Department of Labor and Workforce Development and the Civil Service Commission in accordance with Civil Service Commission rules and regulations.

Job Posting Authorized by Tennille R. McCoy, Assistant Commissioner, Division of Human Capital Strategies

- Newly hired employees must agree to a thorough background check that may include fingerprinting.
- Any appointments made from postings which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.
- As of September 2010, in accordance with N.J.S.A. 52:14-7, the "New Jersey First Act," all new employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey, or to secure an exemption.
- Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOL does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

The New Jersey Department of Labor and Workforce Development is an Equal Opportunity/Affirmative Action Employer.

New Jersey Department of Labor and Workforce Development
PERSONAL RELATIONSHIPS DISCLOSURE STATEMENT

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the New Jersey Department of Labor and Workforce Development (NJ DOL) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No NJ DOL employee may supervise or exercise any authority with regard to personnel actions involving their relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

Relative means an individual's spouse/domestic partner/civil union partner¹ or the individual or spouse's/domestic partner's/civil union partner's parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse/domestic partner/civil union partner by blood, marriage or adoption.

Consensual personal relationship means marriage, engagement, dating or other ongoing romantic or sexual relationships.

Cohabitant means non-related persons who share a household under circumstances where there is financial interdependence.

The New Jersey Department of Labor and Workforce Development requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Capital Strategies (HCS) - **Director's** Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with NJ DOL's Equal Employment Opportunity Office **and/or** the NJ DOL Ethics Office as deemed necessary. Upon receiving notice of the relationship, HCS may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of the employees involved. Failure to provide notification to HCS may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

I **DO NOT** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development.

I **DO** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development identified as follows:

Name	Relationship	Division and Work Location

Do you need more space for disclosure? Yes No **If YES, continue writing on the back of this form.**

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact, may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during the course of my employment.

Applicant/Employee's Name (Print) _____

Applicant/Employee's Signature _____ Date _____

¹ Domestic Partner as defined in NJSA 26:8A-1 et. seq. and Civil Union status as defined in NJSA 37:1-28 et. seq.