



Notice of Job Vacancy

Posting # 2021-093		Issue Date 5/5/2021	Closing Date 5/19/2021
Title: Finance and Accounting Manager (Government Representative 2)		Range/Title Code: X98/55013	Salary: \$95,000.00-\$119,000.00
Unit Scope: Statewide Public/Private	Location: Division of Finance and Accounting, Trenton, NJ	Workweek: NL	# Vacancies: 1

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), Alternate Workweek Program (determined by division), Work From Home Program (determined by division), and employee training.

This Government Representative 2 position will report directly to the Chief Financial Officer and will be responsible for the analysis, annual calculation and submission of the Unemployment Insurance's (UI) Resource Justification Model (RJM), which is used by the United States Department of Labor (USDOL) to determine the funding level of our UI's basic administrative federal grant. The RJM involves the combined efforts of Finance & Accounting (F&A) and UI Operational staff to address the calculation's various and intricate components. It will be the Government Representative's responsibility to track and analyze award expenditures and determine the most effective use of funds. In addition to the annual RJM, the Government Representative will be responsible for interpreting UI rules and regulations and ensuring that time charges are appropriately charged to the various UI work categories.

It will be the responsibility of the Government Representative to establish standard operating procedures for the Trust Fund unit. Additionally, they will assess current financial and accounting procedures to ensure the proper application of accounting rules and regulations are followed and to ensure that state and federal laws and guidelines are followed.

Civil Service Commission Requirements (Education/Experience/Licenses)

Open to public and private sector candidates who meet the following requirements:

EDUCATION: Graduation from an accredited college with a Bachelor's degree in Accounting or Finance, including or supplemented by twenty-one (21) credit hours in accounting. Applicants must submit a copy of your unofficial transcripts to verify the required credits earned. Failure to submit unofficial transcripts with your resume will result in your ineligibility.

NOTE: A Certified Public Accountant license is preferred, but not required.

EXPERIENCE: Four (4) years of experience with preparation of financial statements, analysis of financial data and/or audit of financial statements.

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.

Preference will be given to those who have four (4) years of experience in work involving accounting, fiscal analysis and evaluation, budgeting and forecasting, auditing and/or management operations in government, business, and/or a management consulting firm.

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.

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.

PLEASE SEND COVER LETTER, TRANSCRIPTS AND RESUME TO:

Human Capital Strategies – Recruitment Unit

LWDJobPostings@dol.nj.gov

Subject line must specify complete job posting number

- 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.