



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

GURBIR S. GREWAL
Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

November 18, 2020 NOTICE OF JOB VACANCY #20-203

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Division of Gaming Enforcement, for applicants who meet the requirements specified below:

TITLE: Manager 1, Fiscal Resources

SALARY: \$71,878.65 to \$100,638.17

LOCATION: Division of Gaming Enforcement
Administrative Services Bureau
140 E. Front Street
Trenton, NJ
(Travel to Atlantic City required for work responsibilities)

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under general supervision in the Division of Gaming Enforcement (DGE), acts as Chief Fiscal Officer in the Administrative Services Bureau ensures all fiscal programs are administered efficiently and in accordance with current State policies, regulations and the statutory requirements of the Casino Control Act; supervises the custodian of DGE's Confidential Investigative Fund; assists in the preparation of the DGE's annual budget, including providing detailed reports and information to executive management within the DGE and to the Office of the Attorney General (OAG); prepares quarterly reports of expenditures, and quarterly spending plans for submission to OAG; oversees the accounting and reporting of all billable hours and expenses. Prepares cost studies to determine billing rates; disseminates information to DGE staff relating to billable case numbers; oversees the procurement of all equipment, supplies and services within the DGE, including those for State Police and Criminal Justice staff assigned to DGE; oversees investigative and other business related travel paid through the Confidential Investigative Fund; ensures that all arrangements, reservations and/or reimbursements are prepared in accordance with current State policies and procedures; performs other related duties as required.

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.

EXPERIENCE: Five (5) years experience in work involving fiscal management. The experience should include work in public finance, auditing, budgeting, or accounting. One (1) year of the required experience shall have been in a supervisory capacity.

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 Accounts may be substituted for the Bachelor's degree.

A general Bachelor's degree supplemented by a minimum of twenty-one (21) semester hour credits in finance, economics, and/or accounting courses and two (2) years of work in public finance, auditing, budgeting, or accounting may be substituted for the specific degree requirements for all levels.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey.

PREFERENCE: Preference will be given to candidates with a working knowledge of the NJCFS System, Business Objects and NJStart system and 21 Accounting Credits.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy #20-203 and current resume before 5:00 PM on the closing date of December 4, 2020. Please submit your application package to:

Recruitment Coordinator
Division of Gaming Enforcement
1300 Atlantic Avenue, Atlantic City, NJ 08401

OR

Email: jobs@njdge.org

RESUMES RECEIVED AFTER 5:00 PM ON THE CLOSING DATE WILL NOT BE CONSIDERED.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

