



## State of New Jersey

PHILIP D. MURPHY  
Governor

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

ANDREW J. BRUCK  
Acting Attorney General

SHEILA Y. OLIVER  
Lt. Governor

WILLIAM H. CRANFORD  
Chief Administrative Officer

### July 19, 2021 NOTICE OF JOB VACANCY #21-174

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

A higher salary beyond the published Civil Service Commission Compensation Compendium may be considered for promotion and advancement opportunities for existing Department or State employees, dependent on the selected candidate's level of experience and current salary range.

**LOCATIONS:** Division of Gaming Enforcement  
Administrative Services Bureau AND Division of Gaming Enforcement  
1300 Atlantic Avenue Administrative Services Bureau  
Atlantic City, NJ 140 E. Front Street  
Trenton, NJ  
(Travel to both locations 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 (will oversee Fiscal and Revenue Units) and ensures all fiscal programs are administered efficiently 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. *A copy of your college transcript is required to be considered and must be submitted with your resume.*

**EXPERIENCE:** Five (5) years of 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 NJ Start system and who possess 21 credits in accounting.

**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 announcement #21-174, a current resume and a copy of your final unofficial transcripts (mandatory for all applicants to verify required 21 credits), on or before 5:00 pm on the closing date of August 2, 2021. Please submit your application package to:*

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

**OR**

Email: [jobs@njdge.org](mailto: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.

