



## State of New Jersey

PHILIP D. MURPHY  
Governor

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

MATTHEW J. PLATKIN  
Attorney General

SHEILA Y. OLIVER  
Lt. Governor

ERIN ZIPPEL  
Chief Administrative Officer

September 8, 2023  
NOTICE OF JOB VACANCY  
#23-560

**This is a repost of vacancy announcement #23-91**

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Division of Consumer Affairs, for current State employees with permanent service in a competitive title who meet the requirements specified below:

**TITLE:** Section Supervisor, Fiscal Resources

**SALARY:** \$87,578.62 - \$124,980.46

**LOCATION:** [Division of Consumer Affairs](#)  
Administration – Fiscal Unit  
124 Halsey Street  
Newark, NJ 07102

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under general supervision of the Director or the Assistant Director of Administrative Services, Division of Consumer Affairs, Department of Law and Public Safety, or other supervisory official, will supervise the fiscal programs of the Division of Consumer Affairs, by authorizing payments and providing administrative support services for other units within the Division; will develop fiscal projections; approves transfer of monies from accounts; evaluates financial conditions or statuses; monitors internal audit systems; develops budget expenditure projections; consults with vendors or contractors; ensures all confidential fund accounts are accurately maintained; prepares account reconciliations; supervises the unit's fiscal staff; works collaboratively with procurement staff, budget staff, and Treasury personnel; performs performance evaluations for subordinate staff; performs other related duties as required. Please see Civil Service Commission job specification for more information: [info.csc.state.nj.us/jobspec/60325.htm](http://info.csc.state.nj.us/jobspec/60325.htm)

### **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 final, unofficial transcripts are required to verify possession of the credits indicated above.*

**EXPERIENCE:** Five (5) years of 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.

**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.

**PREFERENCE:** Preference may be given to candidates with five years of supervisory experience in work involving fiscal management.

**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.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

**HOW TO APPLY:** If qualified, please send a cover letter indicating interest in job vacancy announcement #23-560, current resume and a copy of college transcripts (to verify possession of the required 21 credits) to the Recruitment Coordinator at [Recruit@dca.njoag.gov](mailto:Recruit@dca.njoag.gov) on or before the closing date **September 22, 2023**.

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.

