



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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ERIN ZIPPEL
Chief Administrative Officer

November 21, 2024
NOTICE OF JOB VACANCY
#24-446

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

TITLE: Senior Executive Service
(Director, Financial Management)

SALARY: \$172,500.00

LOCATION: [Division of Administration](#)
Financial Management Section
25 Market Street, Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Chief Administrative Officer in the Department of Law and Public Safety, Division of Administration, oversees the accounts payable, accounting, revenue, procurement, travel, and grant accounting units; responsible for all account reconciliations, closeouts, account creations, and financial transactions; reviews and certifies all MOU/MOAs financial sections; reviews all trust and bond fund statements, encumbrance balances, and IT chargebacks; performs revenue analysis and forecasting; manages all fiscal reconciliation processes of grants and State accounts, including the annual closeout process; acts as liaison with the Department of Treasury, Division of Purchase and Property, and other government entities regarding all financial, procurement, and audit inquiries and requests; performs other related duties.

REQUIREMENTS

EDUCATION: A Bachelor's degree from an accredited college or university is expected. An advanced degree in management, administration, or other areas related to the position would be helpful.

EXPERIENCE: Five (5) years of supervisory/managerial experience and a variety of management experiences and organizational responsibilities would be helpful.

Successful completion of the Certified Public Managers (CPM) Program will be a factor in selection. Participating in any portion of the CPM program or related programs would be helpful.

Evidence of major professional accomplishments is required, as is demonstrated ability in communication and leadership skills.

Demonstrated managerial skills, including such factors as inter-personal skills, decision-making, problem analysis and creative thinking, administrative judgment, delegation, managerial, or financial control, interdepartmental cooperation/liaison, development of subordinates and organizational awareness are required.

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

SPECIAL NOTE: Current Division of Administration (P860) employees serving in an unclassified appointment will also be considered, if interested. Applicants in unclassified appointments within another Division of the Department, another State agency, or applicants from the general public cannot be considered.

PREFERENCE: Preference will be given to candidates with experience in NJCFS and Business Objects.

RESUME NOTE: Eligibility determinations for experience and education will be based upon the resume and unofficial transcripts submitted at the time of application. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date (see [CSC foreign degree information](#)). Failure to do so may result in disqualification of your education towards eligibility.

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 #24-446, a current resume and a copy of your final unofficial transcripts and/or foreign degree evaluation (for education credit) to the Recruitment Coordinator via email at Jobs@njoag.gov on or before the closing date of **December 21, 2024**.

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.

