



## State of New Jersey

PHILIP D. MURPHY  
*Governor*

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

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*Chief Administrative Officer*

**April 1, 2025**  
**NOTICE OF JOB VACANCY**  
**#25-112**

**This is a repost of vacancy announcement #25-039; previous applicants need not reapply.**

An opportunity currently exists in the classified 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 indicated below:

**TITLE:** Manager 2, Fiscal Resources

**SALARY:** \$113,006.44 to \$161,727.85

**LOCATION:** [Division of Administration](#)  
Financial Management Office  
25 Market Street  
Trenton, NJ 08625

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

**DUTIES:** Under the supervision of a Manager 3 Fiscal Resources or other higher-level manager or executive official in a State department, institution, or agency, manages and directs one major component of the fiscal program such as budgeting, auditing, accounting, procurement, revenue, or finance consisting of at least 10 subordinate staff members, or two or more major components consisting of less than 20 subordinate staff members; or serves as the chief fiscal officer in a department, institution, or autonomous agency with more than 700 employees; manages staff and work activities; prepares and signs official performance evaluations for subordinate staff; does other related duties as required. Please see the Civil Service Commission (CSC) job specification for additional information at [info.csc.nj.gov/jobspec/61617.htm](http://info.csc.nj.gov/jobspec/61617.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 (21) semester hour credits in finance, economics, and/or accounting courses.

**NOTE:** A Bachelor's degree in any area supplemented by a minimum of twenty-one (21) semester hour credits in finance, economics, and/or accounting courses plus two (2) additional years of experience as indicated below may be substituted for the required education.

**NOTE:** 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 Accountancy may be substituted for the Bachelor's degree.

**EXPERIENCE:** Six (6) years of experience in fiscal management including work in auditing, budgeting, accounting, or public finance; two (2) years of which shall have been in a supervisory capacity.

**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.

**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, NJ Start, 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 submit a cover letter indicating interest in job vacancy announcement #25-112, a current resume, and a copy of your final unofficial transcripts and/or foreign degree evaluation (to verify possession of the twenty-one (21) semester hour credits in finance, economics, and/or accounting courses), and/or a copy of your valid CPA license, to the Recruitment Coordinator using the following [link](#) on or before the closing date of **April 15, 2025**. Applications will not be accepted via email.

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.

