



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 - 087 - S	ISSUE DATE: August 14, 2025	CLOSING DATE: September 11, 2025
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TITLE: Administrative Analyst 2, Fiscal Management	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Office of Administrative Law	TITLE CODE: 50073D RANGE: P 21
UNIT: Office of Administrative Law	WORKWEEK: NE (35 hours)
LOCATION: Quakerbridge Plaza, Building 9, Hamilton, NJ	SALARY RANGE: \$64,340.11 - \$94,061.71

JOB DESCRIPTION

The Office of Administrative Law is seeking an Administrative Analyst 2, Fiscal Management. Under limited supervision, plans and conducts management, statistical, organizational, fiscal, performance, and budget analyses of department and/or division programs; assists in conducting cost benefit analyses and effectiveness surveys; does other related duties as required.

Key responsibilities include preparing agency billings to New Jersey State Agencies for services provided by Administrative Law Judges (ALJs), using the internal case tracking system, Practice Manager. This includes verifying ALJ time entries to ensure accuracy in billing. The selected candidate will also track revenue and billing activity, maintain detailed financial records, and use Business Objects to monitor and report on revenue received. The role involves generating billing cover letters and conducting follow-ups to ensure timely payment.

The candidate will also be responsible for processing all agency purchase orders and invoices in NJSTART, as well as payments and travel vouchers in NJCFS. The role requires strong attention to detail, organizational skills, and the ability to ensure compliance with state fiscal policies and procedures. The candidate will also maintain organized paper and electronic files in accordance with the State's record retention schedule. Proficiency in governmental financial management systems (NJSTART, MACSE, and/or NJCFS), Microsoft Word, Excel, and Business Objects is preferred.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.



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POSITION REQUIREMENTS

Education & Experience:

Possession of a bachelor's degree from an accredited college or university, including or supplemented by twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics or Finance Courses; and two (2) years of the below mentioned professional experience.

-OR-

Possession of a master's degree in Accounting, Business Administration, Economics or Finance: and one year of the below mentioned professional experience.

-OR-

Possession of a doctorate degree in Accounting, Business Administration, Economics or Finance.

-OR-

Six (6) years of professional experience in work involving fiscal analyses and evaluation, budgeting, and management operations in government, business, and/or a management consulting firm, including or supplemented by twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics or Finance Courses.

-OR-

A combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Note:

"Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories and practices; and is performed with the authority to act to one's own judgement and make accurate and informed decisions.

IMPORTANT NOTES

Open to the following:

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.



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GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.

Foreign Degrees:

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense and must be included in your application submission by the closing date.

NJ SAME Program:

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email CSC-SAME@csc.nj.gov or visit <https://nj.gov/csc/same/overview/index.shtml>.

NJ Veteran's Preference:

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

If you are qualified, please submit the documents listed below by 5:00 p.m. on September 11, 2025:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded and semester hour credits)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2025- 087-S Administrative Analyst 2, Fiscal Management" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer