



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2023-002-D	ISSUE DATE: January 31, 2023	CLOSING DATE: February 14, 2023
TITLE: Technical Assistant 2	OPEN TO: Division of Rate Counsel	
DIVISION: Division of Rate Counsel	TITLE CODE: 64182	RANGE: P 17
UNIT: Rate Counsel	WORKWEEK: NE	
LOCATION: 140 East Front Street, Trenton, NJ 08608	SALARY RANGE: \$48,531.07 - \$68,387.05	

POSITION DESCRIPTION

Under the direction of a supervisor within the Division of Rate Counsel the Technical Assistant 2 will be responsible for processing all invoices from consultants and other vendors, maintaining accurate and thorough fiscal records to ensure financial account balances are kept current, preparing purchase orders and processing vendor payments in a timely manner. This position is tasked with handling and overseeing the annual Fiscal Year Projection Project, which includes e-mail outreach to all Rate Counsel Consultants and Vendors in order to obtain their end-of-the-year FY projection numbers and also to calculate and provide Treasury with the next Fiscal Year numbers for all Consultants and Vendors. Also responsible for maintaining and organizing fiscal files and databases, ensuring that all current consultant files are organized, updated and maintained on a biweekly basis, and logging consultant contracts and payments in database with accuracy; ensures that all e-mailed Invoices, vouchers, bills or incoming fiscal mail is properly received, tracked and processed in a timely manner. Performs other related duties.

POSITION REQUIREMENTS:

- Open to the following:** Open to full-time employees within the **Division of Rate Counsel** who have permanent status in a competitive title and who meet the requirements listed below.
- Education:** Graduation from an accredited college or university with an Associate's degree. Proof of degree is required.
- Experience:** Two (2) years of experience in providing support to functions such as grant/contract compliance monitoring, program monitoring, or fiscal compliance and budgetary assistance and/or providing technical assistance to state and/or local communities or agencies, completing forms or applications, reviewing documents for accuracy and content, resolving complaints, or interpreting rules, regulations, policies, and procedures for the public, and/or others.
- Note:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.
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INSTRUCTIONS TO APPLY:

If you are qualified and are interested, please send your cover letter and resume via email by 5:00 p.m. on February 14, 2023:

**Department of the Treasury
Division of Administration, Office of Human Resources
Attn: Elaina Cifelli
Email address: Management.Relations@treas.nj.gov**

(Please list "2023-002-D –Tech Asst 2- Rate Counsel " in the Subject Line)

Submissions must be received in a timely to the email address listed above 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.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by: *Sandi DeLuca*
Sandi DeLuca, Manager 1 Human Resources

The State of New Jersey is an Equal Opportunity Employer