



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2024 - 052 - S	<b>ISSUE DATE:</b> February 27, 2024	<b>CLOSING DATE:</b> March 12, 2024
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<b>TITLE:</b> Supervisor, Information Recording and Control	<b>OPEN TO:</b> State Wide (all Departments/State Employees)
<b>DIVISION:</b> Division of Revenue and Enterprise Services	<b>TITLE CODE:</b> 57656 <b>RANGE:</b> S25
<b>UNIT:</b> Revenue Accounting	<b>WORKWEEK:</b> NL (35 hours)
<b>LOCATION:</b> 200 Woolverton Street, Trenton, NJ	<b>SALARY RANGE:</b> \$ 72,014.33- 102,361.07

### JOB DESCRIPTION

Under the general supervision and direction of the bureau chief, supervises and oversees the work operations of the technical unit of the Revenue Accounting Bureau, responsible for data recording, and the timely processing and depositing of revenue into the various State banking and information systems; including NJCFS, CRAS, GENTS, LEDGER, STARS and VCL. Oversee the data recording of various magistrate fines for over 500 NJ municipalities, and transfer of revenue to various funds, such as, Domestic Violence, Uninsured Motorist, Unsafe Driving, Drunk Driving, and Highway Safety Fund. Ensure timely and accurate spreadsheets are completed and submitted to OMB, Law and Public Safety, and MVC each month, detailing the fines and transfers. Oversee the data recording and completion of the monthly DEP Cost Summary Report and DEP Fines Summary Report, along with the transfer of revenue to several trust funds, such as Spill Trust and Hazardous Waste Trust Fund. Oversee the data recording and preparation of other monthly spreadsheets and reports, as well as revenue transfers for several other agencies, including RDI Lottery, Equal Employment Opportunity (EEO) and Pensions & Health Benefits' EFT payments. Oversee the bank reconciliation adjustments for two MVC bank accounts, in accordance with the reconciliation report provided by OMB. Complete CR's as needed to make corrections in NJCFS. Oversee the processing of mail received from DEP and Taxation, in the form of remittance checks. Mail is opened, checks sorted by appropriate deposit account, the deposit is made and any necessary adjustment to NJCFS and/or CRAS is completed. Supervise staff. Complete PARs and eCATS for staff. Plan and assign work and/or work schedules. Ensure proper training of staff, as well as accurate and update to date procedures are in place. Assist with questions and more complex problems or issues. Submit monthly report detailing workflows and backlogs.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot 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, Pension, supplemental pension plan, tax saving programs, and paid holidays.

### POSITION REQUIREMENTS

**Open to the following:** Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed below. This is not a promotional announcement. 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.

**Note:** Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Eight (8) years of professional experience in the preparation of technical information for recording and the verification and control of recorded technical information in accordance with the scheduled for large organization, two (2) years of which shall have been in a supervisory capacity.

**OR**

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above mentioned professional experience, two (2) years of which shall have been in a supervisory capacity.

**Note:** "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.



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### IMPORTANT NOTES

**SAME Applicants:**

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or call CSC at (609) 292-4144, option 3.

**Veteran's Preference:**

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

**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. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

**Residency:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:**

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

### INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on **March 12, 2024**:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "**2024-052-S- Supervisor, Information Recording and Control**" in the Subject Line)

Submissions must be received 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: *Antoinette Sargent (nr)*  
**Antoinette Sargent, Human Resource Officer**

*The State of New Jersey is an Equal Opportunity Employer*