



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024 - 135 - S	ISSUE DATE: September 16, 2024	CLOSING DATE October 14, 2024
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TITLE: Administrative Analyst 3, Accounting	OPEN TO: State Wide (all Departments/State Employees)	
DIVISION: Office of Management and Budget	TITLE CODE: 50075C	RANGE: P26
UNIT: Financial Reporting Unit	WORKWEEK: NL (35 hours)	
LOCATION: 33 West State Street, 6th Floor, Trenton NJ	SALARY RANGE: \$ 78,024.71- \$111,000.80	

JOB DESCRIPTION

The New Jersey Department of Treasury, the Office of Management and Budget is seeking an Administrative Analyst 3, Accounting. Under the general supervision of an Administrative Analyst 4, Accounting, or other supervisory official, the appointee will develop and prepare the basic financial statements for various special revenue, capital projects, and private purpose trust funds following generally accepted accounting principles (GAAP) promulgated by the Governmental Accounting Standards Board (GASB) for inclusion in the State's Annual Comprehensive Financial Report (ACFR). Due to the increased workload assumed by the unit as a whole, this responsibility includes accounting for additional funds.

The appointee will prepare various Note Disclosures for the State's ACFR. Compile and analyze data and write financial footnotes that are included within the financial statements. Maintain the books and records of various special revenue, capital projects, and private purpose trust funds. The appointee will be familiar with legislation creating and/or impacting the respective fund; in addition to having an understanding of NJCFS, the state accounting system. The appointee will perform interpretive analysis for the annual state budget for use and guidance of management which includes the preparation and review of revenue, expenditure, and fund balance projections for the State's various special revenue, capital projects, proprietary, trust and agency funds for inclusion in the annual Governor's Budget Message (GBM).

The appointee will also prepare timely reconciliations of cash and investment balances for assigned funds including the investigation of variances as well as overseeing the resolution of each variance. As well as evaluating budget requests and making recommendations to ensure solutions are in accordance with GAAP. They will perform miscellaneous duties and projects as requested by manager on an as-needed basis. Along with providing both an accurate and timely analysis & review of various funds and accounts and preparation of analytical reports as requested by management or budget staff.

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.



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POSITION REQUIREMENTS

Education & Experience:

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

Seven (7) years of professional experience involving the auditing or the installation, operation, and maintenance of large-scale accounting systems, including or supplemented twenty-one (21) semester hour credits in accounting.

-OR-

Possession of a bachelor's degree from an accredited college or university, including or supplemented by twenty-one (21) semester hour credits in accounting; and three (3) years of the above-mentioned professional experience.

-OR-

Possession of a valid New Jersey Certificate as a Certified Public Accountant (CPA) issued by the New Jersey State Board of Public Accountants; and three (3) years of the above-mentioned professional experience.

-OR-

Possession of a master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting; and two (2) years of the above-mentioned professional experience.

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.

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 in accordance with Civil Service Commission rules and regulations.
- 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. For information, visit <https://nj.gov/csc/same/overview/index.shtml>, email: 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 information, 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 information, 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, OPT, or 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 October 14, 2024:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the required credits)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the “**2024- 134 - S Administrative Analyst 3 - Accounting**” in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent, Human Resource Officer