



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2025 - 050 - B	<b>ISSUE DATE:</b> April 21, 2025	<b>CLOSING DATE:</b> May 5, 2025
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<b>TITLE:</b> Administrative Analyst 4, Information Systems	<b>OPEN TO:</b> General Public
<b>DIVISION:</b> Office of Management and Budget	<b>TITLE CODE:</b> 50076G <b>RANGE:</b> R29
<b>UNIT:</b> Financial Management	<b>WORKWEEK:</b> NL (35 hours)
<b>LOCATION:</b> 33 West State Street, Trenton, NJ	<b>SALARY RANGE:</b> \$89,575.39 - \$127,744.57

### JOB DESCRIPTION

The New Jersey Department of the Treasury, Office of Management and Budget seeks an Administrative Analyst 4, Information Systems. The selected candidate will serve as the New Jersey Annual Comprehensive Financial Report (ACFR) Systems Administrator, research Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Boards (GASB) Statements to determine the impact on the software applications used to produce the ACFR. Plan, test, program, and implement changes in various OMB applications, System administrator for Certent Disclosure Management (CDM), Clarity Cube Manager and Clarity Studio, which includes, but not limited to, establishing programming workflow design, programming, and creating templates, program and consolidate data from five data sources into a single system, write or create queries to extract the data, create/program objects to format data, and produce the state's ACFR in CDM. Write programming specifications designed to verify NJCFS extracts to Clarity upload reports for data transfer integrity. Validate data from multiple systems into desktop software to analyze and determine issues caused by using database and spreadsheet data mining techniques, implement and supervise corrective action between state agencies (OIT and DORES) and vendor programmers.

Create system reference variables that allow transfer of detail data to other supporting documents within the application, design and create new reports in Cognos. Design reports for programmers based on data sets for use in planning using data validation techniques to ensure accurate results. Develop data queries for extracting component unit data (Colleges and Universities and Authorities) financial data for use in ACFR. When reports fail to reconcile, use accounting and data mining techniques to investigate the problem and then develop a solution to prevent recurrences and implement solutions. Review and change user queries or object design to maximize the efficiency of the application. Responsible for all ACFR application system failures, including ETL data uploads, date extract from OIT, user-related issues, and desktop issues, which involves researching issues to identify possible solutions prior to contacting vendors or DORES. Publish the New Jersey Annual Comprehensive Financial Report providing a professional copy to a vendor, and using software, create the web files of the ACFR for migration to the State's Web page.

In addition, the selected candidate will also serve as a direct backup to the Statewide Capital Assets Manager. Responsibilities include reading and analyzing Governmental Accounting Standards Board statements identifying issues that will impact capital assets to determine the impact upon state operations; writing accounting policy statements for distribution to agencies through OMB Circular; writing/updating State's capital asset system user guides and manuals to reflect changes of procedures or capital assets; based on analysis of GASB Statements, identify, and supervise programming changes to the State's capital asset system and disseminate information to the agencies that produce supplemental reports for use by the Agencies, such as OIT's GASB Software Reports or DOT's Infrastructure Reports. If changes are required to agency reports, work directly with agency and sign off on changes. Contact and discuss with agencies, opportunities to use LBAM for productivity or electronic enhancement opportunities in the agency as it relates to submitting capital asset information to LBAM or other business processes in the agencies.

Help manage the Statewide Land and Building Asset Management System (LBAM). Responsible for ensuring financial information in LBAM is, in accordance with auditing standards, extracted and migrated into the ACFR systems for publication in the ACFR, Administrator of the LBAM, Treasury's DORES largest developed/enterprise application, review and research GAAP and GASB statements and implement required changes to LBAM to ensure compliance with new



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regulations, monitor and coordinate changes to systems that integrate with LBAM. Works with agency personnel, to improve the data collection or business work flow processes designed to ensure accurate financial reporting to OMB, train and supervise over 450 LBAM users, monitoring data entry and providing support, system and policy, as requested. Supervises updates to LBAM user guides and summaries, investigate system errors and misreporting; analyze data extracts to determine if an issue is program error or data entry error.

Establishes corrective action and refers to individual or programmer for correction; uses accepted audit techniques to extract financial data from LBAM to verify entries and supporting documentation are in accordance with state purchasing regulations and accounting control policies. Manage ACFR Schedules. Directly responsible for five schedules and two notes in the ACFR. In accordance with auditing standards, closes out fiscal year activity in LBAM and produces work files for State Auditors; Enters activity into Clarity Studio for extraction, transfer, and load to CDM. Responsible for maintaining all ACFR objects (500+) in CDM and updating, programming, and implementing GASB changes into the application accordingly.

Additionally, the selected candidate will serve as the OMB IT Representative for Financial Reporting (Includes Cash Accounting.), periodically review the business process of the unit and identify areas for IT initiatives/automation to increase productivity or reduce staffing requirements, initiate and monitor IT initiatives; take the lead on integrating new software in accordance with Treasury IT policies; system tests application upgrades; liaison to OIT committees; process IT requirements for new hires; negotiate SOWs; process initial, renewal, and maintenance software acquisitions; updates Treasury IT plan; IT administrator of Check Tracer, CDM, Clarity Studio, and LBAM.

Assist with implementation of NJCFS modernization project. Work with new vendor to help implement a new ERP system which will be used to produce future ACFRs. Help manage the check reconciliation software vendor and the functions within, and perform duties as the technical coordinator between Cash Accounting and the vendor.

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

**Education & Experience:** 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 work involving the review, analysis, and evaluation of the administrative, business, and/or operational policies, procedures, practices, and processes and/or the technological requirements of an organization for the purpose of revising/enhancing existing information systems and/or developing/acquiring and implementing new IT solutions and services.

**-OR-**

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience.

**-OR-**

Possession of a master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration, or Database Management; and three (3) years of the above-mentioned professional 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 according to one's own judgment and make accurate and informed decisions.



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### IMPORTANT NOTES

**Note to current state employees:** 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.

**Note to new appointments:** **Starting Salary:** In accordance with N.J.A.C. Title 4A, new appointments will be limited to a starting salary between Step 1 and Step 4 of the salary range.

**Provisional Appointment:** Appointee will serve provisionally pending an open-competitive examination. In order to become permanent in this title, you must file for and successfully pass a Civil Service Commission open-competitive examination and be reachable for appointment in the resultant list, followed by a four (4) month working test period. (PAOC)

### 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](mailto: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.



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## 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 May 5, 2025:**

- 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 "2025 - 050 - B Administrative Analyst 4, Info Systems" in the Subject Line)**

**THIS POSTING IS AUTHORIZED BY:**

*Antoinette Sargent (nr)*  
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**Antoinette Sargent, Human Resource Officer**

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