



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026 - 016 - S	ISSUE DATE: February 27, 2026	CLOSING DATE: March 13, 2026
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TITLE: Administrative Analyst 4, Fiscal Management	OPEN TO: State Wide (all Departments/State Employees)	
DIVISION: Property Management and Construction	TITLE CODE: 50076H	RANGE: R 29
UNIT: Office of the Director	WORKWEEK: NL (35 hours)	
LOCATION: 33 West State Street, 9th Floor, Trenton, NJ	SALARY RANGE: \$92,710.53 - \$136,605.03	

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Property Management and Construction (DPMC) is seeking an Administrative Analyst 4, Fiscal Management. Under the general supervision of the Chief of Staff, this position leads a team responsible for providing fiscal, budgetary, and procurement support for state-owned properties and lease properties plus central rent that house offices for numerous state agencies delivering programs and services to New Jersey residents statewide. The role holds signature authority for all financial transactions and plays a key leadership role in developing DPMC's operating budgets.

Key Responsibilities:

- Manage all aspects of DPMC accounts, including data collection, budget preparation, and financial and economic analysis of New Jersey's real estate portfolio.
- Prepare capital, operating, and Central Rent account budgets, as well as budget documents for submission to the Office of Management and Budget and the Capital Budget Commission.
- Collaborate with state agencies to address account revisions and resolve discrepancies within the Real Estate Management System (REMS). Oversee the repair and maintenance fund by reviewing anticipated projects, authorizing funding, and maintaining reports to ensure proper fund encumbrances. Review project status and ensure timely project close-out.
- Provide technical assistance in reviewing and interpreting approximately 150 Division of Purchase and Property contracts and state lease contracts.
- Attend all Division planning meetings to support agency space needs while ensuring compliance with approved budgets. Plan and conduct analytical studies of existing operations; investigate and resolve issues related to state-owned, leased and managed properties.
- Demonstrate thorough knowledge of legal and administrative requirements governing Division of Purchase and Property contracts.

The ideal candidate will possess expertise in NJCFS and Business Objects; budgeting & accounting skills; procurement & fiscal oversight; data analysis & reporting; contract management; and strong leadership & supervisory skills.

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 four (4) years of the below mentioned professional experience.

-OR-

Possession of a master's degree in Accounting, Business Administration, Economics or Finance; and three (3) years of the below mentioned professional experience.

-OR-

Possession of a doctorate degree in Accounting, Business Administration, Economics or Finance; and two (2) years of the below mentioned professional experience.

-OR-

Eight (8) 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 according 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 March 13, 2026:

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

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2026- 016 - S Administrative Analyst 4, 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