



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2025 - 076 - P	<b>ISSUE DATE:</b> July 16, 2025	<b>CLOSING DATE:</b> July 30, 2025
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<b>TITLE:</b> Clerk	<b>OPEN TO:</b> General Public
<b>DIVISION:</b> Office of Management & Budget	<b>TITLE CODE:</b> 20042 <b>RANGE:</b> A09
<b>UNIT:</b> Financial Reporting & Cash Accounting	<b>WORKWEEK:</b> 35 Hours
<b>LOCATION:</b> 33 West State Street, 6th floor, Trenton, NJ	<b>SALARY RANGE:</b> \$38,026.99 - \$54,570.69

### JOB DESCRIPTION

The New Jersey Department of the Treasury, Office of Management & Budget seeks a Clerk within the Financial Reporting & Cash Accounting Unit. Under immediate supervision, the selected candidate will perform specific clerical duties, primarily entering and reviewing check information utilizing a check tracing system and banking systems, in order to identify banking information and/or the endorsement image. Additionally, perform various clerical tasks involved in keeping accounts of a simple, routine, and repetitive nature.

#### EXAMPLES OF WORK:

- Prepares records of cash receipts and disbursements.
- Posts noncomplex disbursements, deductions, remittances paid and due, and checks.
- Records charges, overpayments, refunds, and so forth into the accounting system.
- Prepares vouchers, invoices, and assists with the preparation of periodic reports.
- Performs simple reconciliation of bank accounts.
- May assist in collecting/compiling data for inclusion in budget requests, financial statements, and other reports.
- Examines and verifies that entries, postings, and totals are accurate and that supporting documents are included.

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.

### POSITION REQUIREMENTS

#### **Education & Experience:**

This is an entry level position and as such there are no formal education and/or experience requirements.



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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](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.

### 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 July 30, 2025:**

- Cover letter/Letter of interest
- Resume

**Treasury Employment Recruiter**

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

(Please list the "2025- 076 - P Clerk" 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*