



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026 - 036 - S	ISSUE DATE: March 26, 2026	CLOSING DATE: April 9, 2026
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TITLE: Manager 1, Fiscal Resources	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Pensions and Benefits	TITLE CODE: 61606 RANGE: &32
UNIT: Finance Planning and Analysis	WORKWEEK: NL (35 hours)
LOCATION: 50 West State Street, 7th Floor, Trenton, NJ	SALARY RANGE: \$106,547.31 - \$157,362.71

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Pensions and Benefits is seeking a Manager 1, Fiscal Resources. Under the limited supervision of a supervisory official manages and directs a major component of the fiscal program such as budgeting, accounting, auditing, procurement, revenue, or finance; list of duties includes:

- Ensure compliance with state and federal regulations, tax laws, and internal policies. Oversee the preparation of the State Disclosure Appendix and reports for debt issuance. Ensure the Division's planning and analysis-related reports are prepared accurately and timely, and uploaded to the website.
- Manage the cash flow forecasting, reporting, and control for state health, prescription, and dental plans to ensure liquidity and compliance with rules and policies. Lead variance analysis to identify discrepancies between actual and projected budgets.
- Prepare variance analyses for budgets compared to actuals and/or forecasts for all accounts. Identify trends, discrepancies, and reasons for differences, providing insights for strategic adjustments.
- Oversee the preparation and defense of budget presentations, ensuring clarity and accuracy. Manage the preparation of short- and long-term budget forecasts for the Division's programs, ensuring accuracy across all appropriation accounts. Lead the preparation of annual, monthly, daily plans and projections.
- Collaborate with actuaries and provide required financial information and documentation. Work with the Assistant Director to oversee internal audit activities. Develop procedures to ensure financial control and compliance across the Division's programs. Collect, review, and submit information needed for financial audits and actuarial valuations, assisting in the audit process to ensure clear audit opinions.
- Prepare financial reports, position papers, and documentation for budgets and other presentations, including premium rate setting reports. Collaborate with actuaries, consultants, and other areas to provide management with accurate reports and financial data.
- Work closely with the Assistant Director and other internal teams to align on financial strategies and policies. Communicate financial performance findings and recommendations to management and stakeholders, facilitating informed decision-making.
- Data Management and Reporting - Oversee the collection, compilation, and analysis of financial data to track key performance indicators (KPIs). Produce routine financial reports and dashboards for decision-making.
- Oversight of Supervisor and Trainees – Oversee the work of supervisors, financial analysts and trainees reporting to this post, ensuring their work aligns with Division's goals. Provide guidance in areas of financial analysis, forecasting, reporting, and compliance.
- Support to Contract and Vendor Management - Assist with procuring and managing external vendor contracts related to financial matters. Ensure compliance with contract requirements and effective vendor performance.
- Ad Hoc Reporting - Provide support in preparing any ad hoc report, paper, or participate in any project or initiative as required by the Assistant Director or management of the Division.



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JOB DESCRIPTION (continued)

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: Graduation from an accredited college or university with a Bachelor's degree in Economics, Finance, Business Administration, Accounting, or Public Administration, with a minimum of twenty-one (21) semester hour credits in finance, economics, and/or accounting courses.

-AND-

Five (5) years of experience in fiscal management including work in auditing, budgeting, accounting, or public finance; one (1) year of which shall have been in a supervisory capacity.

Note: A bachelor's degree in any area supplemented by a minimum of twenty-one (21) semester hour credits in finance, economics, and/or accounting courses plus two (2) additional years of experience as indicated above may be substituted for the required education.

Note: A valid New Jersey certificate as a Certified Public Accountant or a registration as a Public Accountant issued by the New Jersey State Board of Accountancy may be substituted for the Bachelor's degree.

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 April 9, 2026:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma) including copies of **transcripts** that verify you have obtained 21 semester credit hours in the required courses.

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2026- 036 - S Manager 1, Fiscal Resources" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer