

To enrich education through diversity, The College of New Jersey is an Equal Opportunity Employer and is dedicated to the goal of building a culturally diverse staff committed to teaching and working in a diverse environment, and strongly encourages applications from women, minorities, individuals with disabilities and veterans.

Close Date: February 18, 2025

Job Title: Budget and Finance Specialist

NJ CSC Job Spec Code & Title: 81253 - Professional Services Specialist 4

Job Category: Classified, Non-Competitive, NE (35 Hour) Workweek

Union Description: CWA

Class Code: 18

Internal Salary Range: P18/\$54,351.05 - \$76,649.88

External Salary Range: P21/\$54,351.05 - \$61,783.99

The internal salary range is used for applicants who are current NJ state employees with underlying classified status for promotional calculations who meet the requirements below.

The external salary range is used for candidates who are not NJ state employees who meet the requirements below.

Position Summary:

The Academic Affairs Budget and Finance Specialist will report to the Director of Administration in Academic Affairs and support the work of academic affairs broadly and assist the academic support offices including the Center for Community Engagement, Center for Excellence in Teaching and Learning, the Career Center, and the Office of Grants and Sponsored Research.

Tasks include: (Assist Directors with) Annual Budget Planning Process; maintaining budget and spending records; processing all financial paperwork and requests; assist with hiring and requisitions; assist with grant budgeting and reporting; assist with travel requirements; manage, approve, and reconcile credit cards; assist with scholarship disbursement; and other duties.

Main Responsibilities:

- Annual Budget Planning Process - support office's with budget planning, entering budgets, etc.
- Maintaining Budget Records and Spending - routine budget checks for accuracy, check-ins with office leadership on spending trajectories, shadow budgeting when necessary, etc.
- Assist with hiring requisitions and processing of student and staff.
- Processing all financial paperwork check requests, honorariums, reimbursements, contracts, etc. through campus systems.
- Assist with grant budgeting and reporting.
- Assist with travel requests and requirements.
- Manage, approve, and reconcile credit cards.
- Assist with scholarships for the Bonner Community Scholars Program.
- Collaborate with relevant offices to ensure Academic Affairs teams are compliant with all guidelines and laws, including: Treasurer, Budget and Finance, Purchasing, Accounts Payable, etc.
- Maintain skills and knowledge on all necessary software and processes through continual professional development.
- Participate as an active TCNJ staff member through campus events and offerings.

Required Qualifications:

- Graduation from accredited college or university with a bachelor's degree in business, public administration, or related field.
- Substitution: Applicants who do not possess the required education may substitute additional professional experience.
- Minimum of 2 years of professional experience in fiscal management, business administration or in related area.
- Experience in project management and budgets, preferably in the non-profit, higher education or finance industry.

- Strong organizational skills, attention to detail, and the ability to manage multiple projects with changing priorities across a variety of functions.
- Experience with Microsoft Excel, Pivot tables, and Google Sheets, and ability to learn new skills.
- Oracle Cloud experience and working knowledge of NJ procurement regulations, and/or the ability to learn new software systems and navigate/understand procurement regulations.
- Proven ability to develop and maintain collaborative relationships at a variety of levels both within the organization and with campus partners through strong written and oral communication skills.
- Ability to meet deadlines, work independently, and maintain efficiency during peak workload.

Persons with disabilities may request reasonable accommodations in order to perform the essential functions of the position. If the requested accommodation(s) cannot be made because it would cause the employer undue hardship, the applicant may not be eligible for the position.

Employer Qualifications:

- Final offer of employment is contingent upon the successful completion of a background check and reference checks.
- **Residency Requirement:** In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees in certain positions (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.

About TCNJ

TCNJ is a highly selective institution that has earned national recognition for its commitment to excellence. Founded in 1855, TCNJ has become an exemplar of the best in public higher education and is consistently acknowledged as one of the top comprehensive colleges in the nation. TCNJ currently is ranked as one of the 75 "Most Competitive" schools in the nation by Barron's Profiles of American Colleges and is rated the No. 1 public institution in the northern region of the country by U.S. News & World Report. TCNJ was named the #10 value in public higher education by the Princeton review in 2009 and, in 2006, was awarded a Phi Beta Kappa chapter - an honor shared by less than 10 percent of colleges and universities nationally. A strong liberal arts core forms the foundation for programs offered through TCNJ's seven schools - Arts & Communication; Business; Education; Humanities and Social Sciences; Science; Nursing, Health, and Exercise Science; and Engineering. TCNJ faculty members are teacher-scholars who share a commitment to liberal learning. TCNJ is located within an hour, by train, of New York City and Philadelphia. The College's campus is set on 289 tree-lined acres in suburban Ewing Township and is known for its natural beauty and has 39 major buildings.

Employee Benefits:

As a member of The College of New Jersey Community, you will be a part of an exciting and rewarding public university career. Eligible full-time employees will be able to take advantage of a generous benefits package that includes health, welfare, and retirement benefits, including:

- Comprehensive benefit plans covering medical, dental and prescription plans
- Generous leave entitlements program and Energy Savings Program
- Employee and dependent Tuition Waiver and Reimbursement Program
- Pension, retirement, and deferred compensation plans, group life insurance
- Employee Assistance Program (EAP)
- Employee affinity groups
- [New Jersey State Employee Discount Program](#) (Pet insurance, cell phone plan discounts, discounted amusement park tickets, etc.)
- Access to extensive learning opportunities

To view a comprehensive list of benefits available to employees, visit our [Health Benefits Plans and Programs page](#) to learn more!

Application Instructions

Qualified candidates should apply online at: careers@tcnj.edu and submit a letter of interest, resume (CV), as well as the names and contact information for three professional references. Applications will be considered until a viable candidate is selected.

SAME Applicants

If you are applying under the New Jersey "SAME" program, your supporting documents (Schedule A or B letter), resume (CV), as well as the names and contact information for three professional references by the closing date listed above to: same@tcnj.edu. For more information on the SAME program visit their website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at: 833-691-0404.