



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS

UNCLASSIFIED APPOINTMENT NOT TO EXCEED DECEMBER 31, 2026

POSTING NUMBER: HR24-0151

ISSUE DATE: 8/5/2024

TITLE: Administrative Analyst 3 Fiscal Management

CLOSING DATE: 8/12/2024

DIVISION / OFFICE / UNIT: Disaster Recovery and Mitigation / Budget and Finance

LOCATION: 101 S. Broad Street, Trenton, NJ

SALARY RANGE: P26: \$78,024.71 - \$111,000.80

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

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**DESCRIPTION OF MAJOR DUTIES:**

Play a leadership role in a team that provides financial planning, budgeting, and forecasting to management over a portfolio that includes \$6 billion in American Rescue Plan federal grant funds along with over \$4.5 billion in CDBG-DR HUD funding and many other Federal and State Grants. Lead real-time financial performance monitoring using software from Excel to Tableau to custom built software. Sets and tracks key performance indicators (KPIs) and objectives that are mandated by Federal and State regulations including cross-cutting regulation, 2 CFR 200, and Federal Register Notices associated to specific grants. Articulate key findings to senior members of management. Collaborate with cross-functional teams to gather relevant information for financial analysis. Recommends strategies for increasing financial performance. Trains more junior financial planning analysts. Collaborates with members of the accounting transactional and AP/AR teams to identify and meet finance goals. Prepare ad-hoc financial analyses and reports as needed to support decision-making. Continuously improve financial processes and systems to enhance efficiency and accuracy.

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**REQUIREMENTS**

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

**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.

Seven (7) 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

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 three (3) years of the above-mentioned professional experience.

OR

Possession of a master's degree in Accounting, Business Administration, Economics or Finance; and two (2) years of the above-mentioned professional experience.

OR

Possession of a doctorate degree in Accounting, Business Administration, Economics or Finance; and one (1) year 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.

**SPECIAL TRAINING:** NA

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**ADDITIONAL NOTES:** Please submit Transcripts.

**SAME APPLICANTS:** If you are applying under the NJ "SAME" Program, your supporting documents (Schedule A or B letter) must be submitted along with your resume to [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov) by the closing date indicated above. DO NOT SUBMIT VIA THE DCA PORTAL. For more information on the SAME Program, visit their website at <https://nj.gov/csc/same/overview/index.shtml>, e-mail: [CSC-SAME@CSC.nj.gov](mailto:CSC-SAME@CSC.nj.gov) or call the NJ Civil Service Commission (CSC) at (609) 292-4144.

- A promotable eligible exists within the unit scope
- A promotional list exists within the unit scope
- An open competitive list exists

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**Please submit a resume and any required documents (licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:**

Resumes may be mailed to:  
New Jersey Department of Community Affairs  
Office of Human Resources  
HR24-0151  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625

Or

Online application available at: <https://njdcportal.dynamics365portals.us/dca-services/public-job-postings>

***Interviews will be granted based on resume***

**NOTE:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment. UNLESS OTHERWISE EXEMPTED FROM THE LAW.

***The New Jersey Department of Community Affairs is an Equal Opportunity Employer***