



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2024 - 130 - P	<b>ISSUE DATE:</b> August 26, 2024	<b>CLOSING DATE:</b> September 9, 2024
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<b>TITLE:</b> Assistant Director of Financial Management	<b>OPEN TO:</b> General Public
<b>DIVISION:</b> Investment	<b>TITLE CODE:</b> 64280 <b>RANGE:</b> M98
<b>UNIT:</b> Accounting	<b>WORKWEEK:</b> NL (35 hours)
<b>LOCATION:</b> 50 West State Street, Trenton, NJ	<b>SALARY:</b> \$225,000.00

### JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Investment is seeking an Assistant Director of Financial Management. The Assistant Director of Financial Management establishes and maintains the mission and near-term objectives for Division of Investment from a financial operational perspective, including the Accounting function and Performance Analysis. The Assistant Director will manage the day-to-day financial operations of the seven Pension Funds and four Trust Funds, work directly with the various vendors to ensure all aspects of the financial operations are operating smoothly and efficiently, and creates and maintains reporting/metrics to ensure transparency on the financial operations for all staff and members. The Assistant Director of Financial Management will also coordinate with multiple financial vendors and accounting staff, including custodian, internal State authorities, and internal State and external auditors to ensure smooth financial operations, timely and accurate reporting on a daily, monthly, quarterly and year-end successfully. They are also responsible for coordinating multiple teams and vendors to accomplish problem resolution and process efficiency enhancements. This includes but is not limited to Managing Accounting and Pension Fund Performance staff; ensuring all deliverables are met; solving accounting and performance issues with Custodian Banks; quality assurance on both internal and external accounting processes; monitoring and awareness of any changes to GASB requirements; and drafting of procedural changes required to ensure the funds meets all GASB requirements and all ACFR requirements. The Assistant Director will work with the internal and external auditors, acts as liaison between DOI and audit firm, provides reports/data as needed, answer questions, challenges inaccuracies and ensures timely delivery against target dates. The selected candidate will work with the State authorities on the Trust Funds including NJ Best, DCP, and SACT. The candidate will also ensure all data requirements are delivered both internally and externally, validating reporting outputs and ensure timely delivery against target dates; ensures coordination of all operational vendors including issue resolutions, project management, efficiency improvements and new tool implementations; ensures an efficient and effective operating environment from our vendors; manages and directs resources for any projects; provides any reporting required for internal constituents. They will also complete ad-hoc informational requests, work closely with Investment Staff on reporting/informational needs and support legal on OPRA requests. The Assistant Director of Financial Management will manage Accounting and Performance staff which includes: assessing the needs of the Accounting and Performance Departments within DOI, hiring new staff, training new and existing staff, providing educational opportunities to staff for professional development, overseeing staff development, including annual ePARS job responsibilities, interim evaluations and final evaluations, and identifying educational opportunities for staff development. The selected candidate may also do other related duties.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot 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, Pension, supplemental pension plan, tax saving programs, and paid holidays.



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### POSITION REQUIREMENTS

**Education:** Graduation from an accredited college or university with a Bachelor's degree.

**Experience:** Six (6) years of managerial experience with a comprehensive knowledge of investment accounting, GASB, FASB and audit procedures; ability to interpret the intent and impact of legislation affecting the guidelines, rules, and regulations on investment policies and procedures, and to effectively disseminate this information through concise written guidelines and directives.

### IMPORTANT NOTES

Preference will be given to candidates with degrees in Accounting, Finance, Business or related fields. An advanced degree, CPA designation or work towards either is preferred for this position.



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### GENERAL INFORMATION

<b><u>Vacancy Notice:</u></b>	This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.
<b><u>SAME Applicants:</u></b>	Candidates applying under the New Jersey "SAME" program, <b>must include a Schedule A or B letter</b> with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <a href="https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a> , email: <a href="mailto:CSC-SAME@csc.nj.gov">CSC-SAME@csc.nj.gov</a> or call CSC at (609) 292-4144, option 3.
<b><u>Veteran's Preference:</u></b>	Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <a href="http://www.state.nj.us/csc/seekers/veterans">http://www.state.nj.us/csc/seekers/veterans</a> .
<b><u>Foreign Degrees:</u></b>	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. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.
<b><u>Residency:</u></b>	In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <a href="https://nj.gov/labor/lwdhome/njfirst/NJFirst.html">https://nj.gov/labor/lwdhome/njfirst/NJFirst.html</a> .
<b><u>Work Authorization:</u></b>	Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, OPT, or 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 September 9, 2024:**

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

**Treasury Employment Recruiter**

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

(Please list the "2024- 130 – P Assistant Director of Financial Management" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*