



State of New Jersey

DEPARTMENT OF EDUCATION

Notice of Vacancy – Deadline Extension

The Commissioner of Education invites applications from qualified candidates for the following:

Reference Number: DOE-063-22

Title: Government Representative 1
(Director, Office of State Monitors)
Range/Title Code: X98/55512
Salary: To be determined
Position Number: 051824
Issue Date: September 1, 2022

Closing Date: Until filled
Core Hours of Operation: 7:30 a.m. – 5:30 p.m.
Location: Trenton, New Jersey
Division: Division of Finance and Business
Services, Office of State Monitors

Description:

Under the direction of the Assistant Commissioner/Chief Financial Officer, manage and direct the work of a group of certified public accountants and fiscal policy experts responsible for providing a full range of financial and business operation services including auditing; accounting; budget development and execution; and financial management. Manage the development and oversight of all areas of fiscal policy as it pertains to fiscally distressed or fiscally at-risk school districts operating in the State of New Jersey. Direct the development of processes and criteria to determine the districts that may be at risk by analyzing multiple data sources. Develop an assessment protocol supported by adequate source documentation. Oversee monitoring that at-risk districts have properly budgeted and are expending district funds in accordance with applicable statutes, code, regulations, and guidelines. Assess the fiscal viability of at-risk districts and develop the recommended actions necessary to ensure the district meets all financial obligations and requirements. Assist identified districts with the comprehensive school district budgeting process in accordance with applicable statute, regulations, and industry best practices; and performs other related work as required.

Requirements:

Education: Graduation from an accredited college or university with a Master's degree in Accounting, Finance, Economics, Business Administration, Public Policy, or other related field.

Experience: Seven (7) years of professional experience in a related field, four (4) years of which shall have been in a supervisory capacity.

Preferred Education/Experience: Applicants hold current Certified Public Accountant (CPA) licensure.

Note: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of college. Applicants wishing to substitute additional experience for the required Master's degree, must possess a total of six (6) years of combined education and experience, in addition to the required experience cited above. Applicants may substitute New Jersey certificate of school business administrator for current CPA licensure requirement.

Open to the Following:

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed above.

Authorization to work: selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Immigration and Customs Enforcement regulations.

Note: The State of New Jersey does not provide sponsorships for work visas.

Forward a cover letter and resume electronically to:
resume3@doe.nj.gov (include the Reference # in the subject line)

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.