



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-059-23

Title: Planning Associate 3 School/Education Programs

Range/Title Code: R30/72632

Salary: \$87,578.62 - \$124,980.46

Position Number: 648552

Issue Date: June 13, 2023

Closing Date: Until filled

Core Hours of Operation: 7:30 a.m. – 5:30 p.m.

Location: Trenton, New Jersey

Division: Division of Field Support and Services,
Office of Fiscal Accountability and Compliance

Description:

Under direction of the Director, Office of Fiscal Accountability and Compliance, supervises the analysis, establishment, and administration of operating and grants-in-aid budgets for state, federal, and other funding sources; analyzes management practices and financial controls in order to assess their adequacy to implement education plans and increase program efficiency and cost savings; supervises the development of education programming by conducting analyses and evaluation of educational programs, surveys, needs assessments, and program fiscal data related to state and federal formula aid and discretionary grant applications and allocations; and/or supervises the design and management of research studies related to school funding areas; and/or supervises the monitoring of all financial areas for school districts; performs mandated regulatory functions; works with a high level of independence; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; and performs other related work as required.

Supervises the performance of the quality assessment desk reviews and recovery of unexpended federal and state aid of the Annual Comprehensive Financial Reports (ACFRs) and Community Based Organization Audits; manages the review of the annual audits and preparation of the Management Decision Letters; lends support as needed with the Collaborative Monitoring Review of federal funding to School Districts, Charter Schools, and Renaissance School Projects; provides support with the preparation of the Annual Internal Control Self-Assessment of the Department and Annual Internal Control Reporting; supervises the Early Childhood Education Audits of Private Preschool Providers for the Division of Early Childhood Services; and assists with and conducts special projects assigned by the Unit Director.

Requirements:

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

Note: Possession of a valid Certificate as a Certified Public Accountant issued by the New Jersey State Board of Certified Public Accountants may be substituted for the Master's degree.

Experience: Five (5) years of professional experience in school business management/accounting or public or private sector budgeting, accounting, or auditing.

Preferred Education/Experience: Two (2) years of supervisory experience in school business management/accounting or public or private sector budgeting, accounting, or auditing; at least three (3) years of experience in regulatory, internal audit compliance, public or financial accounting, and/or appropriate equivalent operational experience; and strong leadership, analytical, problem solving, and time management skills.

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 open competitive requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission's website

<https://info.csc.state.nj.us/jobspec/72632.htm>.

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)

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 by the closing date indicated above. 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 the Civil Service Commission at (833) 691-0404.

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.