



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS

UNCLASSIFIED APPOINTMENT NOT TO EXCEED DECEMBER 31, 2026

POSTING NUMBER: HR23-0102

ISSUE DATE: 5/25/2023

TITLE: Senior Fiscal Analyst

CLOSING DATE: 6/8/2023

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

LOCATION: 101 S. Broad Street, Trenton, NJ

SALARY RANGE: P21: \$58,031.09 - \$82,157.57

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

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**DESCRIPTION OF MAJOR DUTIES:**

The Finance team manages over \$10B in federal funds. This position would be responsible for accurate tracking and reporting and ensuring eligible use of funds; As a result, this finance position includes but is not limited to such job duties as planning, budgeting, reconciliation, actuals tracking, analyses, interfacing with state, federal and management systems, and reporting. This position also requires the use of technical skills in the analyzation, interpreting and application of programmatic policies, procedures, and regulations/laws governing the financial process; as well as providing counsel and advice to Leadership based on research and results of analyses.

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**REQUIREMENTS**

*(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)*

**EDUCATION:** Graduation from an accredited college with a Bachelor's degree.

In addition to resume, candidates should submit their college/university transcript.

**EXPERIENCE:** Two (2) years of experience in the collection, analysis, evaluation and presentation of financial data used to provide an accurate accounting of administrative and operating costs and the preparation of reports containing Conclusions and recommendations for a private business or government agency.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

NOTE: A Master's degree in Business Administration, Public Administration, Accounting or Finance may be substituted for one (1) year of the required experience.

**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: 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. For more information on the SAME Program, visit their website at <https://nj.gov/csc/same/overview/index.shtml>, e-mail: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) or call the NJ Civil Service Commission (CSC) at (833) 691-0404.

- 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  
HR23-0102  
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*