



To enrich education through diversity, The College of New Jersey is an Equal Opportunity Employer. The College has a strong commitment to achieving diversity among faculty and staff, and strongly encourages women and members of underrepresented groups to apply.

Close Date: August 14, 2024

Job Title: Grants and Accounting Specialist

NJ CSC Job Spec Code & Title: 81257 - Professional Services Specialist 3, Administrative Services

Job Category: Classified, Non-Competitive, NE (35 Hour) Workweek

Union Description: CWA

Class Code: 21

Internal Salary Range: P21/\$62,164.36 - \$85,033.08

External Salary Range: P21/\$62,164.36 - \$70,779.31 (Steps 1-4).

The internal salary range is used for applicants who are current NJ state employees with underlying classified status for promotional calculations who meet the requirements below.

The external salary range is used for candidates who are not NJ state employees who meet the requirements below.

The College of New Jersey's Office of Finance and Business Services is seeking candidates for a Grants & Accounting Specialist role. The selected candidate plays a pivotal role in supporting the College's research mission by monitoring, preparing and maintaining accurate records. They will also work closely with Finance, pre-award, internal administration, external auditors and external stakeholders to ensure the effective financial administration of grants. Equally important for this position is to assist in auditing complex compliance activities as a proactive strategy to strengthen internal controls to safeguard the College's assets and reputation from harm due to non-compliance.

Main Responsibilities:

- Monitors and reconciles campus wide government and non-government sponsored projects to certify the accuracy and integrity of financial records. This includes: monitoring aging report, building and strengthening knowledge of critical governing regulations to ensure compliance during the review process.
- Process cost transfers and grant student awards, release/reassigned expenses, and update financial systems accordingly.
- Assist with reviewing project salary errors to proactively reduce project costing errors.
- Assist with year-end closing process and the single audit.
- Assist with developing resources and improving processes.
- Assist with the time and effort reporting and capital equipment.
- Assist with other post award grant management tasks as assigned.

Required Qualifications:

Education: Graduation from an accredited college or university with a bachelor's degree in business, public administration, accounting, economics or statistics

Experience: Minimum of 2 years of professional experience in budgets or program analysis.



Substitution: Applicants who do not possess the required education may substitute additional professional experience on a year-for-year basis with one year of such experience being equal to 30 semester hour credits. An associate's degree and two years of additional professional experience may be substituted for a bachelor's degree. A master's degree may be substituted for one year of experience.

Persons with disabilities may request reasonable accommodations in order to perform the essential functions of the position. If the requested accommodation(s) cannot be made because it would cause the employer undue hardship, the applicant may not be eligible for the position.

Preferred Qualifications:

- Experience with Microsoft Excel, Pivot tables, and Vlookups.
- Problem solving and analytics
- Oracle Cloud experience and knowledge of TCNJ Procurement Policy and the Federal Uniform Guidelines.
- Demonstrated ability to...
 - Ability to choose from and utilize a variety of mathematical techniques and computer software functions to accurately portray analytical information, perform data reconciliations and formulate conclusions.
 - Set and adjust priorities, organize multiple tasks, meet deadlines, work independently, and maintain efficiency during peak workload.
 - Compile, analyze data; maintain high degree of accuracy.
 - Demonstrated experience with grant budget and financial management in a higher education, government, or public environment. Working knowledge of NJ procurement regulations and the Uniform Guidance.

Employer Qualifications:

- Final offer of employment is contingent upon the successful completion of a background check and reference checks.
- **Residency Requirement:** In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees in certain positions (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.

About TCNJ:

TCNJ is a highly selective institution that has earned national recognition for its commitment to excellence. Founded in 1855, TCNJ has become an exemplar of the best in public higher education and is consistently acknowledged as one of the top comprehensive colleges in the nation. TCNJ currently is ranked as one of the 75 "Most Competitive" schools in the nation by Barron's Profiles of American Colleges and is rated the No. 1 public institution in the northern region of the country by U.S. News & World Report. TCNJ was named the #10 value in public higher education by the Princeton review in 2009 and, in 2006, was awarded a Phi Beta Kappa chapter - an honor shared by less than 10 percent of colleges and universities nationally. A strong liberal arts core forms the foundation for programs offered through TCNJ's seven schools - Arts & Communication; Business; Education; Humanities and Social Sciences; Science; Nursing,



Health, and Exercise Science; and Engineering. TCNJ faculty members are teacher-scholars who share a commitment to liberal learning. TCNJ is located within an hour, by train, of New York City and Philadelphia. The College's campus is set on 289 tree-lined acres in suburban Ewing Township and is known for its natural beauty and has 39 major buildings, including the fourth-best college library in the nation, according to the Princeton Review.

Employee Benefits:

As a member of The College of New Jersey Community, you will be a part of an exciting and rewarding public university career. Eligible full-time employees will be able to take advantage of a generous benefits package that includes health, welfare, and retirement benefits, including:

- Comprehensive benefit plans covering medical, dental and prescription plans
- Generous leave entitlements program and Energy Savings Program
- Employee and dependent Tuition Waiver and Reimbursement Program
- Pension, retirement, and deferred compensation plans, group life insurance
- Employee Assistance Program (EAP)
- Employee affinity groups
- [New Jersey State Employee Discount Program](#) (Pet insurance, cell phone plan discounts, discounted amusement park tickets, etc.)
- Access to extensive learning opportunities
- To view a comprehensive list of benefits available to employees, visit our [Health Benefits Plans and Programs](#) page to learn more!

Application Instructions:

Qualified candidates should apply online at: careers@tcnj.edu and submit a letter of interest, resume (CV), as well as the names and contact information for three professional references. Applications will be considered until a viable candidate is selected.