



NEW JERSEY DEPARTMENT OF AGRICULTURE
 200 RIVERVIEW PLAZA
 P.O. BOX 330
 TRENTON, NJ 08625-0862



NOTICE OF JOB VACANCY

TITLE: Government Representative 1 (Chief Financial Officer/Director of Finance)	ANNOUNCEMENT #: 73-24	ISSUE DATE: 11/18/2024 CLOSING DATE: 12/22/24
SALARY RANGE: \$175,000	<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC	
LOCATION: Office of the Secretary, 200 Riverview Plaza, Trenton, NJ		

JOB DESCRIPTION

Under the direction of the Secretary of Agriculture, New Jersey Department of Agriculture and subject to applicable laws and the rules, regulations, policies and standards of the State Board of Agriculture. The Chief Financial Officer/Director of Finance is responsible for executive management of the day-to-day fiscal operations of the fiscal unit and ensuring reporting and compliance with state and federal rules and regulations. Duties will include: advising the Secretary of Agriculture on financial risks, investment opportunities in the industry, and policies to enhance financial performance and operational efficiency; overseeing the agency’s financial planning and budgeting processes; reviewing expenditures to ensure compliance with budget policies and processes; verifying the accuracy of processed fiscal actions; estimating revenues and expenditures; monitoring internal fiscal operating controls for compliance; developing and maintaining budgeting systems; evaluating the organizations financial condition and identifying risks and opportunities; managing fiscal administrative team (including onboarding, performance evaluations, professional development, and retention); communication and collaboration with other department divisions/units to manage fiscal acumen; external communication with other state, federal and nonprofit agencies as required; attending and presenting at meetings, conferences, and events; performing other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college with a bachelor’s degree.

EXPERIENCE: A minimum of (10) years of professional experience in finance, budget or fiscal management, with at least (8) of those years served in a supervisory capacity.

FOREIGN DEGREES: Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. This evaluation must be included with your submission and failure to submit the required evaluation may result in an ineligibility determination

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.

AUTHORIZATION TO WORK: Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services regulations.

NOTE: The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

IMPORTANT NOTICE

Effective September 1, 2011, NJ PL 70 (NJ First Act), requires all State employees must reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than seven calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless an exemption is obtained. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

ELECTRONIC FILING INSTRUCTIONS

Interested applicants must email a cover letter, including the announcement number, resume, and transcripts by the closing date of this Notice of Job Vacancy to njdajobs@ag.nj.gov.

SAME PROGRAM INFORMATION

SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B letter), must be submitted to njdajobs@ag.nj.gov along with your resume, cover letter, announcement number, and transcript (if position has a degree requirement) 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: CSC-SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

The New Jersey Department of Agriculture is an Equal Employment Opportunity Employer