



UNCLASSIFIED APPOINTMENT NOT TO EXCEED DECEMBER 31, 2026

POSTING NUMBER: HR25-0046

ISSUE DATE: 4/15/2025

TITLE: Fiscal Analyst

CLOSING DATE: 4/21/2025

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

LOCATION: 101 S. Broad Street, Trenton, NJ

SALARY RANGE: P18: \$54,351.06 - \$76,649.82

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

Providing Administrative support to the CFO of the Disaster Recovery and Mitigation Division (DRM) including but not limited to scheduling and coordinating meetings, responding to various emails, delivering reports, and providing data in support of audits. Performing Accounts Payable functions including but not limited to establishing contracts and Purchase Orders in NJ Start, paying invoices and overall managing and tracking the end-to-end processes across various stakeholder organizations to ensure timely payments, paying particular attention to vendors providing discounts at net 30. Knowledge of the state systems like NJ Start and NJCFS as well as Disaster Recovery and Mitigation Division’s (DRM) internal SIROMS systems which facilitates the entry of the invoice by many vendors and DRM’s tracking of payment workflow as well as contract task orders where applicable. This position will also be responsible for ensuring that all our contracts and their respective task orders are closely monitored and expenditures tracked to ensure compliance with and adherence to the scope of the contract and the individual task budgets. Forecasting expenditures associated with the individual task orders of each contract over time will be necessary to ensure prudent use of resources. Additionally, this position will develop, track, and manage the reporting of all Disaster Recovery (DR) programs -budgets, expenditures, forecasts, national objective, nature of expenditure (administrative, program delivery, planning), Program Income receipted, and Program Income expended. These reports require not only knowledge of the systems noted above but also excellent Excel skills. Given the complexity and volume of grants and vendors (A/P), and the additional responsibilities, at least 3 years of experience in all of the above is required.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION/EXPERIENCE: NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.
Five (5) years of professional 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.

OR

Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.

OR

Possession of a Master's degree from an accredited college or university in Business Administration, Public Administration, Accounting, or Finance.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

SPECIAL TRAINING: NA

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: The SAME program allows candidates who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program, please go to: <https://www.nj.gov/csc/same/overview/index.shtml>. If you have any questions, please email, resume1@dca.nj.gov or call 609-292-6030. 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 by the closing date indicated above. DO NOT SUBMIT VIA THE DCA PORTAL.

- ☐ A promotable eligible exists within the unit scope
- ☐ A promotional list exists within the unit scope
- ☐ An open competitive list exists

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
HR25-0046
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625

Or

Online application available at: <https://njdcaportal.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