

Notice of Vacancy

Reference Number: DOE-060-24

Title: Planning Associate 1 School/Education Programs

Range/Title Code: P26/72630

Salary: \$78,024.71 - \$111,000.80

Position Number: 095628

Issue Date: November 6, 2024

Closing Date: December 4, 2024

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 limited supervision of the Director of the Special Audits Unit, assists in analyzing, developing, and maintaining operating and grants-in-aid budgets for state, federal, and other funding sources; assists in analyzing management systems and financial controls; assists in developing education programming by conducting analyses and evaluation of educational programs, surveys, needs assessments, and program fiscal data related to state and federal formula and discretionary grant applications and allocations; and/or assists in monitoring all financial areas for school districts; performs mandated regulatory functions; and performs other related work as required.

Ensures compliance with federal and state regulations across departmental offices and educational agencies. Participates in internal audits, reviewing policies, procedures, and functions for regulatory compliance. Assists in follow-up compliance reviews of corrective action plans and audit responses. Supports the coordination of the Department's annual Internal Control Self-Assessment as per Department of the Treasury and Office of Management and Budget guidelines. Performs quality control reviews of LEA Annual Comprehensive Financial Reports (ACFRs) and CBO 21st Century Community Learning Center audits, issuing findings and requesting updates as needed. Provides technical assistance to LEAs, CBOs, county education offices, and independent auditors to ensure compliance with

reporting requirements, including recovery of unexpended federal aid. Updates the Grantee Single Audit Tracking System and maintains tracking schedules to ensure accuracy and timely completion of reports.

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

Three (3) years of professional experience in school business management/accounting or private sector budgeting, accounting, or auditing.

Preferred Education/Experience

Experience conducting audits and compliance reviews within regulatory environments, ensuring adherence to established guidelines and standards, and familiarity with reviewing financial reports in accordance with organizational policies.

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 info.csc.state.nj.us/jobspec/72630.htm.

Interested candidates may apply via: <https://www.nj.gov/education/careers/>.

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.

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: nj.gov/csc/same/overview/index.shtml, email: CSC-Same@csc.nj.gov, or call the Civil Service Commission at (609)-292-4144, option 3.

EOE/AA Statement

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.