



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



**NOTICE OF VACANCY**

|   |                              |  |
|---|------------------------------|--|
| <b>TITLE: Fiscal Assistant (TES – Hourly)</b><br>Position limited to 944 hours in a fiscal year | <b>ANNOUNCEMENT #: 23-23</b> | <b>ISSUE DATE: 3/10/2023</b><br><b>CLOSING DATE: 3/23/2023</b> |
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| <b>SALARY RANGE: \$35.00 - \$45.00 per hour</b>                      | <input checked="" type="checkbox"/> DEPARTMENT WIDE |
| <b>LOCATION: Office of the Secretary, 200 Riverview, Trenton, NJ</b> | <input type="checkbox"/> STATEWIDE                  |
|  | <input type="checkbox"/> GENERAL PUBLIC             |

**JOB DESCRIPTION**

Under the direction of the Chief Fiscal Officer, this position will be responsible for spreadsheet development and maintenance associated with Treasury Central Costs, Division of Law and Public Safety costs, and departmental internal costs; distribute billings to the department and track associated payments; provide updated information relative to the disposition of all Treasury, Law and Public Safety, and departmental billings and payments at any time; approve New Jersey Comprehensive Financial System (NJCFS) and NJSTART documents; responsible for the yearly Non-Debt Tax exercise as mandated by Treasury; does other related duties.

**REQUIREMENTS**

**EXPERIENCE:** Minimum of 2 years of working knowledge of Excel inclusive of inputting formulas; organize and maintain hard copy files and network files of all spreadsheets and accompanying schedules; knowledge of the New Jersey Comprehensive System (NJCFS), NJSTART, and Treasury circular letters governing procurement policies.

**PREFERRED SKILLS:** Prior State service with a fiscal background a plus; knowledge of the TABS system is essential, but training will be provided; ability to analyze problems and recommend solutions; detail orientated; general knowledge of CFS and NJSTART; knowledge of Treasury circular letters relative to procurement policies; Excel capability to include developing formulas; ability to learn quickly from oral and written directions.

**NOTE:** Foreign transcripts must be evaluated by a recognized evaluation service at your expense. Please submit a copy of the evaluation with each application that requires a college degree or credits. For additional information, please refer to the Civil Service Commission’s website at:

<http://www.state.nj.us/csc/seekers/about/steps/step2.html>.

**LICENSE:** Appointee 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 candidate 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 to 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 7 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](mailto:njdajobs@ag.nj.gov).

**NJ SAME Program** applicants must email a resume, a signed copy of your approved SAME Program eligibility documentation (**Schedule A Letter** or **Schedule B letter**), by the closing date of this Notice of Job Vacancy to [njdajobs@ag.nj.gov](mailto:njdajobs@ag.nj.gov). For additional information, please visit <https://nj.gov/csc/same/overview/index.shtml>, [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or (833) 691-0404.

POSTING AUTHORIZED BY:   
 Jacqueline Jobes, HR Manager

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