



State of New Jersey

DEPARTMENT OF EDUCATION

Notice of Vacancy

The Commissioner of Education invites applications from qualified candidates for the following:

Reference Number: DOE-091-23

Title: Planning Associate 2 School/Education Programs

Range/Title Code: P28/72631

Salary: \$79,848.66 - \$113,786.94

Position Number: 914780

Issue Date: September 11, 2023

Closing Date: October 10, 2023

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 general supervision of the Single Grants Unit Director in the Office of Fiscal Accountability and Compliance, analyzes, develops, and maintains departmental databases and computerized systems; develops short and long-term education and/or financial plans by conducting analyses and evaluation of education programs, surveys, needs assessments and related research; establishes, maintains, and evaluates program and fiscal data related to state and federal aid, grant applications, and allocations; and/or develops, and conducts research studies related to school funding areas; and/or monitors all financial areas for school districts; performs mandated regulatory functions; and performs other related work as required.

Plans, schedules, assigns, and facilitates/ensures completion of the work of the organization including, but not limited to, fiscal audits of Title I grants (Part A, SIA, Reallocated), fiscal audits of Carl D. Perkins Grants, and fiscal monitoring of approved private schools with disabilities (APSSDs); assists in the performance monitoring of Federal awards; assists in the development of appropriate audit procedures; provides limited guidance and instruction to auditors; prepares written audit reports and explains findings/consequences to Local Education Agency personnel; assists in training of new hires in audit techniques, standards, and applicable law; reviews audit workpapers completed by subordinates and ensures all audit findings are properly supported by accurate citations and evidence maintained in audit files; ensures the correctness of calculations related to unallowable/questioned costs develops and maintains audit workpapers, reports, and related communications utilizing PC based applications such as Excel, Word, and Adobe Pro DC; and is responsible for miscellaneous ad hoc audit assignments.

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: Four (4) years of professional experience in school business management/accounting or public or private sector budgeting, accounting, or auditing.

Preferred Education/Experience: Proficient in the use and application of data analytic software such as Excel, ACL, or IDEA.

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/72631.htm.

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.

Forward a cover letter and resume electronically to:

resume3@doe.nj.gov (include the Reference # in the subject line)

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: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call the Civil Service Commission at (833) 691-0404.

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.