



UNCLASSIFIED APPOINTMENT NOT TO EXCEED DECEMBER 31, 2026

POSTING NUMBER: HR24-0210

ISSUE DATE: 10/22/2024

TITLE: Administrative Analyst 3 Fiscal Management

CLOSING DATE: 10/29/2024

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

LOCATION: Trenton, NJ

SALARY RANGE: P26: \$78,024.71 - \$111,000.80

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

This comprehensive set of duties demonstrates expertise in financial management, leadership, and strategic planning. Requires the ability to conduct in-depth financial analysis and reporting, leadership in budget management and ensuring that the organization's financial resources are allocated effectively and align with strategic goals. Coordination of audits and compliance initiatives while maintaining financial integrity and adhering to regulatory standards. Involvement in strategic financial planning and a forward-thinking approach, enabling the organization to navigate financial challenges and seize cost saving opportunities. The employee's need proactive risk management strategies to safeguard the organization's financial integrity, demonstrating their ability to identify and mitigate potential financial threats. Leadership in developing and mentoring team members fosters a culture of continuous improvement and professional growth within the finance department.

Tasks included but are not limited to :

Daily updating and tracking NJCFS (New Jersey Comprehensive Financial System).

Develop and maintain comprehensive reconciliation processes and procedures for three financial systems. Ensure all transactions and financial data from the three systems are accurately recorded and reconciled. Identify discrepancies between program data and take corrective actions to resolve any inconsistencies. Prepare and review reconciliation reports on a regular basis, ensuring all balances tie out correctly between the programs. Prepare detailed reconciliation reports for senior management, highlighting key findings and corrective actions taken. Communicate effectively with program managers and other stakeholders to resolve reconciliation issues and improve processes. Present reconciliation status and results during management meetings, providing insights and recommendations for process improvements.

Implement and enforce robust internal controls to safeguard the integrity of reconciliation processes. Ensure compliance with regulatory requirements, organizational policies, and audit standards. Conduct periodic audits of reconciliation activities to verify adherence to established procedures.

Identify opportunities for process improvements within the finance department, implementing best practices to enhance efficiency. Lead initiatives to streamline financial workflows, reducing redundancies and improving accuracy.

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.  
Seven (7) years of professional experience in work involving fiscal analyses and evaluation, budgeting, and management operations in government, business, and/or a management consulting firm, including or supplemented by twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics or Finance courses.  
OR  
Possession of a bachelor's degree from an accredited college or university, including or supplemented by twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics or Finance courses; and three (3) years of the above-mentioned professional experience.  
OR  
Possession of a master's degree in Accounting, Business Administration, Economics or Finance; and two (2) years of the above-mentioned professional experience.  
OR  
Possession of a doctorate degree in Accounting, Business Administration, Economics or Finance; and one (1) year of the above-mentioned professional experience  
NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

**SPECIAL TRAINING:** ..

**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](mailto: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](mailto: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  
HR24-0210  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625

Or

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