



State of New Jersey

DEPARTMENT OF EDUCATION

Notice of Vacancy – Deadline Extension

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

Reference Number: DOE-044-23

Title: Government Representative 1
(Director, Office of Fiscal Policy and Planning)
Range/Title Code: X98/55512
Salary: To be determined
Position Number: 656069
Issue Date: April 13, 2023

Closing Date: Until filled
Core Hours of Operation: 7:30 a.m. – 5:30 p.m.
Location: Trenton, New Jersey
Division: Division of Finance and Business
Services, Office of Fiscal Policy and Planning

Description:

Under the direction of the Assistant Commissioner, manage and direct the work of a group of certified public accountants and fiscal policy experts responsible for the development and oversight of all areas of conduct of fiscal policy as it pertains to approximately 630 Local Education Agencies (LEA) operating in the State of New Jersey. Direct the annual development of the comprehensive school district budgeting process in accordance with applicable statute, regulations, and industry best practices. Direct the development and maintenance of The Uniform Minimum Chart of Accounts for New Jersey Public Schools and is responsible for related communications with software vendors providing general ledger services to New Jersey public schools. The Uniform Minimum Chart of Accounts presents the general ledger account codes and descriptive guidance for each of those account codes; and performs other related work as required.

Requirements:

Education: Graduation from an accredited college or university with a Master's degree in Accounting, Finance, Business Administration, Public Policy, or related field. Applicants must hold a current Certified Public Accountant (CPA) licensure.

Experience: Seven (7) years of professional experience in a related field, four (4) years of which shall have been in a supervisory capacity.

Note: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of college. Applicants wishing to substitute additional experience for the required Master's degree, must possess a total of six (6) years of combined education and experience, in addition to the required experience cited above. Applicants may substitute a New Jersey certificate of School Business Administrator for the current CPA licensure requirement.

Preferred Education/Experience: Experience working in a school district as a School Business Administrator; experience in reviewing school district budgets; and experience working with The Uniform Minimum Chart of Accounts for New Jersey Public Schools.

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 requirements listed above.

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.