

Notice of Vacancy

Reference Number: DOE-064-24

Title: Planning Associate 1 School/Education Programs

Range/Title Code: P26/72630

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

Position Number: 931593

Issue Date: October 8, 2024

Closing Date: November 6, 2024

Core Hours of Operation: 7:30 a.m. – 5:30 p.m.

Location: Trenton, New Jersey

Division: Division of Teaching and Learning Services, Office of Career Readiness

Description

Under limited supervision of a supervisor in the Office of Career Readiness, 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.

Provides fiscal support to the division for State/Federal, and Special Funds, reviewing fiscal items for fiscal accuracy, applying account numbers, and monitoring account expenditures, tracks draw downs and payments and reporting findings to Division Assistant Commissioner/Executive Director.

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

Familiarity with the New Jersey Comprehensive Financial System (NJCSF) and Business Objects software; budgeting and expenditures of federal and state funds; experience using database software; experience working with both federal and state regulations; knowledge in the research and interpretation of state and federal regulations; and the analysis of data and the use of spreadsheets for budgeting, tracking, and reporting.

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.