

NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY



PRINCIPAL FISCAL ANALYST

SALARY RANGE: \$62,645.01 - \$88,933.02 (P24)

WORKWEEK: 35 Hour Workweek

POSTING PERIOD FROM: February 28, 2020

TO: March 13, 2020

OPEN TO: Unit Scope: _____ Division Wide Open to General Public

Department Wide (open to Treasury employees)

State Wide (all Departments/State employees)

DIVISION/LOCATION:

Division of Administration
Office of Fiscal and Resources
50 West State Street, 8th Floor
Trenton, NJ 08625

JOB DESCRIPTION: Under the direction of a Fiscal Manager, provides fiscal oversight and support to the following agencies: Division of Revenue and Enterprise Services, Public Broadcasting Authority, Office of Administrative Law, Office of the State Comptroller and the Office of Management and Budget. This position will lead the preparation of detailed financial status reporting and analysis, keeping management apprised of critical fiscal and budgetary issues; provide high-level advice and counsel to management on a wide array of issues; review the preparation and processing of procurement requests, vendor bills and employee reimbursements; assist in the assignment of duties to staff and advise on procurement procedures; process procurement requests, vendor bills and reimbursements when required; assist in the coordination of and provide pertinent fiscal information and support in the preparation of agency budgets; lead the preparation of on-going financial projections assessing budgetary impacts in out years; provide custom reports, cost tracking systems and other pertinent information and systems as required; assist in advising management regarding the financial status of the assigned divisions, recommending necessary reallocations and/or other required actions to ensure program services are maximized; assist in ensuring that the standards, policies, methods and systems are in place for the orderly, timely, consistent delivery of financial services; keeping manager informed on the status of work activities and problems and performs other related duties as required.

REQUIREMENTS: Open to full-time State employee who have permanent status in a competitive title and who meet the requirements listed below:

EDUCATION: Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE: Three (3) years of experience in the collection, analysis, evaluation and presentation of financial data used to provide an accurate accounting of administrative and operating costs and the preparation of reports containing conclusions and recommendations for a private business or government agency.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

NOTE: A Master's degree in Business Administration, Public Administration, Accounting or Finance may be substituted for one (1) year of the required experience.

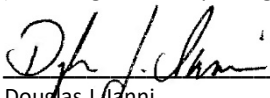
If you are interested in this employment opportunity, please send your cover letter, resume and Application for Employment **via email only**, by the deadline indicated above. **All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.**

NJ Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please use "Principal Fiscal Analyst - FR" in the Subject Line)

Your application for employment must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application. To obtain an application for employment, go to: <https://www.nj.gov/treasury/administration/pdf/hr-application.pdf>.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY:



Douglas J. Ianni,
Director of Administration and
Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer