



New Jersey Office of Information Technology

NOTICE OF JOB VACANCY

ISSUE DATE: August 7, 2017

CLOSING DATE: August 21, 2017

POSTING OPEN TO: () OIT EMPLOYEES IN UNIT SCOPE(S):
(X) STATEWIDE (STATE EMPLOYEES ONLY): ** See Below
() GENERAL PUBLIC

TITLE: Fiscal Analyst

POSTING # 2017-098

TITLE CODE: 50532

POSITION #: TBD

SALARY RANGE: P18 \$45,053.25 - \$63,537.63

NUMBER OF POSITIONS: 1

LOCATION: NJ Office of Information Technology
Financial Management
300 Riverview Plaza
Trenton, NJ 08625

HOURS OF WORK: TBD

****PLEASE NOTE: Open to New Jersey State employees with permanent status, who meet the requirements listed below, as a promotional/lateral opportunity.**

SPECIFIC TO THE POSITION: Knowledge of NJCFS, MACSE and MS office

JOB DESCRIPTION: Under direct supervision, the Fiscal Analyst will prepare financial transactions in NJCFS, MACSE, and NJStart. This position will also involve the review of all invoice certifications, working with vendors to resolve payment issues, processing travel vouchers, and other fiscal related duties.

REQUIREMENTS:

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

EXPERIENCE: One (1) year 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 the one (1) year of experience.

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.

FOR NON-U.S. CITIZENS AND/OR FOREIGN DEGREES

AUTHORIZATION TO WORK: U.S. Citizenship is not required. Selected candidate must be authorized to work in the U.S. according to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

Note on Degree Information: You must provide a transcript(s) or evaluation of your degree(s). Foreign degree evaluation must be evaluated by a recognized evaluation service and include your course-by-course evaluation. Candidates will NOT be considered for the position if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically.

Current State employees: Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

RESIDENCY REQUIREMENTS: In accordance with the New Jersey First Act, [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#), effective September 1, 2011 all employees must reside in the State of New Jersey unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

OPEN TO THE FOLLOWING: Applicants must meet the job specification on file at the Civil Service Commission. To view the Civil Service Commission's Job Specification, please visit: <http://info.csc.state.nj.us/TitleList/TitleSearch.aspx>

IF YOU QUALIFY AND ARE INTERESTED, SEND YOUR RESUME AND A LETTER OF INTEREST WITHIN THE POSTING PERIOD:

Electronic Filing Applicants are encouraged to file electronically. Forward your letter of interest, resume and **unofficial transcript OR foreign degree evaluation to recruiter4@tech.nj.gov Include the posting number in the subject line.**

Alternate Filing: If unable to file electronically, applicants may forward your resume, letter of interest and **unofficial transcript OR foreign degree evaluation (including posting #2017-098)** to:

Antoinette Sargent, Manager, Human Resources
Office of Information Technology
300 Riverview Plaza, 4th Floor
P.O. Box 212
Trenton, New Jersey 08625-0212

Authorized by: 

Lisa Blauer, Special Assistant