



## State of New Jersey

PHILIP D. MURPHY  
*Governor*

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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TRENTON, NJ 08625-0081

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*Lt. Governor*

ERIN ZIPPEL  
*Chief Administrative Officer*

**July 30, 2024**  
**NOTICE OF JOB VACANCY**  
**#24-335**

**This is a repost of vacancy announcement #24-074; previous applicants need not reapply.**

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division of Administration, for applicants who meet the requirements indicated below:

**TITLE:** Manager 2 Fiscal Resources  
**SALARY:** \$113,006.44 to \$161,727.85  
**LOCATION:** [Division of Administration](#)  
Grant Operations  
Richard J. Hughes Justice Complex  
25 Market St, Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under general supervision, organizes and directs the activities of a fiscal component, supporting of a major agency, division, or department having a total employee complement of over 15 subordinate fiscal staff. This component must include at least one of the following functional elements: budgeting, auditing, accounting, procurement, or finance. Please see the Civil Service Commission (CSC) job specification for additional information at [info.csc.state.nj.us/jobspec/61617.htm](http://info.csc.state.nj.us/jobspec/61617.htm)

### REQUIREMENTS

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree in Economics, Finance, Business Administration, Accounting, or Public Administration, with a minimum of (21) semester hour credits in finance, economics, and/or accounting courses.

**EXPERIENCE:** Six (6) years of experience in work involving fiscal management. The experience should include work in public finance, auditing, budgeting, or accounting. Two (2) years of the required experience shall have been in a supervisory capacity.

### SUBSTITUTIONS:

A valid New Jersey certificate as a Certified Public Accountant or a registration as a Public Accountant issued by the New Jersey State Board of Public Accounts may be substituted for the Bachelor's degree.

A general Bachelor's degree supplemented by a minimum of twenty-one (21) semester hour credits in finance, economics, and/or accounting courses and two (2) years of work in public finance, auditing, budgeting, or accounting may be substituted for the specific degree requirements for all levels.

**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.

**SPECIAL NOTE:** Current Division of Administration employees serving in a classified appointment will also be considered for a provisional appointment, if interested.

**SAME APPLICANTS:** If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated below. For more information on the SAME Program please email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3.

**RESUME NOTE:** Eligibility determinations for experience and education will be based upon the resume and unofficial transcripts submitted at the time of application. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date (see [CSC foreign degree information](#)). Failure to do so may result in disqualification of your education towards eligibility.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

**HOW TO APPLY:** If qualified, please submit a cover letter to the Recruitment Coordinator via email at [jobs@njoag.gov](mailto:jobs@njoag.gov), indicating interest in job vacancy announcement #24-335, a current resume and a copy of your final unofficial transcripts and/or foreign degree evaluation (required to verify possession of twenty-one (21) semester hour credits in finance, economics, and/or accounting courses).

**This announcement will remain open until all vacancies have been filled.**

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

