



# VACANCY ANNOUNCEMENT

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| <b>Posting #: 2024-171</b>                                       |  | <b>Issue Date: 05/08/2024</b>   |  | <b>Closing Date: 05/22/2024</b>            |                       |
| <b>Title:</b> Administrative Analyst 4, Accounting (Competitive) |  | <b>Range/Title Code:</b> R29/50076D                                   |  | <b>Salary:</b> \$86,546.27 to \$123,424.67 |                       |
| <b>Unit Scope:</b> Statewide Career Service                      |  | <b>Location:</b> NJ DOL – Office of Finance & Accounting, Trenton, NJ |  | <b>Workweek:</b> NL                        | <b># Vacancies:</b> 1 |

### Job Description

The Department of Labor and Workforce Development (DOL) provides many benefits to employees to acknowledge and value their contribution. Statewide benefits include health insurance, pension, Flexible Spending Accounts (FSA)/Health Savings Accounts (HSA), life insurance, deferred compensation and more. The DOL also provides tuition reimbursement (after nine months of employment), Alternate Workweek Program (determined by division), and employee training.

This position will report to a Supervising Administrative Analyst, will supervise staff and will be responsible for overseeing and performing the analysis, accounting, and monthly federal and state reporting for the following programs:

Responsible for the annual calculation of the federal Resource Justification Model, which determines the Unemployment Insurance (UI) federal award, required quarterly UI-3 calculation (determines additional UI awards) federally required annual Indirect Cost Rate proposal, budgeting for various federal grant programs, oversight of federal cash draws, oversight of the Department’s eCats timekeeping system and related monthly reports and, federal reporting for the Veterans programs and responding to external federal and state single audit requests.

Additionally, this position will be responsible for interpretation and the proper application of accounting rules and regulations in accordance with federal and state laws and guidelines. They will also oversee and perform internal fiscal reports, ensure that expenditures are appropriately allocated, ensure that time charges are appropriately charged to the various grants, oversee the establishment of budgets, oversee federal cash draws, and respond to external federal and state single audit requests. Additionally, they will oversee the development of their staff including detailed review of work and performance evaluations and will assist the Supervising Administrative Analyst with the overall management of the assigned program’s fiscal matters.

#### NOTE: Preference will be given to following:

- Those who have four (4) years of experience in work involving accounting, fiscal analysis and evaluation, budgeting and forecasting, and management operations in government, business, and/or a management consulting firm.
- Candidates who have experience with NJCFS, MASCSE, and NJSTART for two of the positions.
- Those with Business Objects knowledge for all positions.
- Candidates who have experience with federal reporting and interpretation and application of federal and state rules and regulations

### Employee Benefit(s)

The Department of Labor and Workforce Development (DOL) provides many employee benefits to acknowledge, and value, their contribution. Statewide benefits include:

- Alternate Work Week\*
- Deferred Compensation
- Health and Life Insurance
- Public Service Loan Forgiveness (PSLF)
- Telework\*
- 100% Tuition Reimbursement\*
- Flexible and Health Spending Accounts (FSA)/(HSA)
- Temporary Expanded PSLF (TEPSLF) Programs

*\*Pursuant to the Department’s policy, procedures and/or guidelines.*

### Civil Service Commission Requirements (Education/Experience/Licenses)

**Open to current state career service employees who are currently permanent in any competitive title and who meet the Open Competitive Requirements listed below:**

*\*Those that applied to POSTING #2024-120 do not need to apply again and will be taken into consideration. \**

**NOTE:** Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Eight (8) years of professional experience involving the auditing or the installation, operation, and maintenance of large-scale accounting systems, including or supplemented twenty-one (21) semester hour credits in accounting.

**OR:**

Possession of a bachelor's degree from an accredited college or university, including or supplemented by twenty-one (21) semester hour credits in accounting; and four (4) years of the above-mentioned professional experience.

**OR:**

Possession of a valid New Jersey Certificate as a Certified Public Accountant (CPA) issued by the New Jersey State Board of Public Accountants; and four (4) years of the above-mentioned professional experience.

**OR:**

Possession of a master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting; and three (3) years of the above-mentioned professional experience.

**NOTE:** "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

**RESUME NOTE:** Eligibility determinations will be based only upon information presented on the resume along with other supporting documents. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of the transcripts from a recognized evaluation service at the time of submission. Failure to do so may result in your ineligibility.

**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.

#### **TO APPLY**

If you qualify, **please submit a letter of interest, college transcripts, and your resume (including the best contact number and email address)** to email address listed below. Your submission **must** be received by the closing date and include the job posting number.

#### **EMAIL:**

Human Capital Strategies  
Recruitment Unit

[LWDJobPostings@dol.nj.gov](mailto:LWDJobPostings@dol.nj.gov)

**Subject line must include the specific job posting number.**

This is not a promotional announcement for a Civil Service Examination.

This posting may result in personnel actions which will require final approval by the Department of Labor and Workforce Development and the Civil Service Commission in accordance with Civil Service Commission rules and regulations.

**This job posting is authorized by the Department of Labor and Workforce Development,  
Division of Human Capital Strategies.**

- Newly hired employees must agree to a thorough background check that may include fingerprinting.
- Any appointments made from postings, which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.
- As of September 2010, in accordance with N.J.S.A. 52:14-7, the "New Jersey First Act," all new 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, or to secure an exemption.
- Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOL does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

*The New Jersey Department of Labor and Workforce Development is an Equal Opportunity/Affirmative Action Employer.*

New Jersey Department of Labor and Workforce Development  
**PERSONAL RELATIONSHIPS DISCLOSURE STATEMENT**

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the New Jersey Department of Labor and Workforce Development (NJ DOL) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No NJ DOL employee may supervise or exercise any authority with regard to personnel actions involving their relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

**Relative** means an individual's spouse/domestic partner/civil union partner<sup>1</sup> or the individual or spouse's/domestic partner's/civil union partner's parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse/domestic partner/civil union partner by blood, marriage or adoption.

**Consensual personal relationship** means marriage, engagement, dating or other ongoing romantic or sexual relationships.

**Cohabitant** means non-related persons who share a household under circumstances where there is financial interdependence.

The New Jersey Department of Labor and Workforce Development requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Capital Strategies (HCS), Director's Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with NJ DOL's Equal Employment Opportunity Office and/or the NJ DOL Ethics Office as deemed necessary. Upon receiving notice of the relationship, HCS may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of the employees involved. Failure to provide notification to HCS may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

**I DO NOT** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development.

**I DO** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development identified as follows:

| Name | Relationship | Division and Work Location |
|------|--------------|----------------------------|
|      |              |                            |
|      |              |                            |
|      |              |                            |

**Do you need more space for disclosure?**  Yes  No **If YES, continue writing on the back of this form.**

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact, may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during the course of my employment.

Applicant/Employee's Name (Print) \_\_\_\_\_

Applicant/Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

<sup>1</sup> Domestic Partner as defined in NJSA 26:8A-1 et. seq. and Civil Union status as defined in NJSA 37:1-28 et. seq.