



NEW JERSEY DEPARTMENT OF AGRICULTURE  
 200 RIVERVIEW PLAZA  
 P.O. BOX 330  
 TRENTON, NJ 08625-0862



**NOTICE OF JOB VACANCY**

<b>TITLE:</b> TES Fiscal Assistant (Limited to 944 hours per fiscal year)	<b>ANNOUNCEMENT #:</b> 28-24	<b>ISSUE DATE:</b> 4/15/2024 <b>CLOSING DATE:</b> 4/28/2024
<b>SALARY RANGE:</b> \$50.00 per hour	<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC	
<b>LOCATION:</b> Office of the Secretary, 200 Riverview Plaza, Trenton, NJ 08625		

**JOB DESCRIPTION**

Under the direction of the Chief Fiscal Officer, this position will be responsible for approving batches on a weekly basis within the New Jersey Comprehensive Financial System (NJCFS) and associated with the Child Nutrition (CN) program. Enter CN batches within multiple spreadsheets inclusive of weekly and monthly revenue and expenditure reconciliations to NJCFS. Upon approval of weekly batches and conclusion of the expenditure reconciliation process, provide the applicable spreadsheet to the Chief Fiscal Officer so the federal drawdown may be conducted in accordance with the Cash Management Improvement Act (CMIA) and accompanying cash receipt document processed within NJCFS on the appropriate date. The documentation and spreadsheet supplied to the Chief Fiscal Officer and associated with the monthly federal drawdown, in accordance with the CMIA, must be performed in the same manner as the weekly batch procedure. Federal drawdowns associated with administrative accounts will be conducted monthly, upon conclusion of the expenditure reconciliation process. This position will supply the necessary documentation for the Chief Fiscal Officer to conduct the federal drawdown associated with the administrative accounts. Weekly batches and all associated documentation must continue to be maintained and filed within the confines of the current system, which is inclusive of an orderly fashion and is easily assessable for the annual Single Audit. Program duties also include handling and accounting of return checks associated with the CN program.

**POSITION IS TEMPORARY FOR A DURATION OF TIME NOT TO EXCEED DECEMBER 31, 2024, AND IS NOT FOR PERMANENT EMPLOYMENT.**

**REQUIREMENTS**

**EXPERIENCE:** Excellent Excel spreadsheet skills in conjunction with a working New Jersey Comprehensive Financial System (NJCFS) knowledge and the ability to perform revenue and expenditure reconciliations, using the multiple Child Nutrition (CN) spreadsheets and NJCFS.

**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.

**AUTHORIZATION TO WORK:** Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services regulations.

**NOTE:** The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

**IMPORTANT NOTICE**

Effective September 1, 2011, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless an exemption is obtained. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

**ELECTRONIC FILING INSTRUCTIONS**

Interested candidates must email a cover letter, including the announcement number, resume and transcripts by the closing date of this Notice of Job Vacancy to [njdajobs@ag.nj.gov](mailto:njdajobs@ag.nj.gov).

**SAME PROGRAM INFORMATION**

The SAME program allows candidates, who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program and the Fast Track Hiring program, please visit <https://nj.gov/csc/same/overview/index.shtml>, [CSC-Same@csc.nj.gov](mailto:CSC-Same@csc.nj.gov), or call (609) 292-4144, option 3.

**NJ SAME Program** applicants must email a cover letter, including the announcement number, resume, transcripts, and a signed and approved copy of SAME Program eligibility documentation (Schedule A Letter or Schedule B Letter), by the closing date of this Notice of Job Vacancy to [njdajobs@ag.nj.gov](mailto:njdajobs@ag.nj.gov).

The New Jersey Department of Agriculture is an Equal Employment Opportunity Employer