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

NOTICE OF JOB VACANCY

OPEN TO CURRENT PERMANENT STATE EMPLOYEES ONLY

TITLE: Manager 1, Fiscal Resources	**ANNOUNCEMENT #: 44-26**	**ISSUE DATE: 11/05/26** **CLOSING DATE: 11/19/26**
SALARY RANGE: $110,276.47 - $162,870.37		**[ ]** DEPARTMENT WIDE **[X]** STATEWIDE **[ ]** GENERAL PUBLIC
LOCATION: Office of the Secretary, 200 Riverview Plaza, Trenton, NJ		

JOB DESCRIPTION

Under the direction of a supervisory official, Manager 1, Fiscal Resources will provide strategic leadership and day-to-day oversight of budget, accounting, grant management, and procurement functions, developing and maintaining the annual spending plan; conducting monthly/quarterly performance and variance analyses; and reconciling to NJ CFS to ensure operations remain within available resources. The role prepares required schedules, briefings, and reports for OMB and department leadership; interprets and applies federal/state laws, regulations, and OMB policies; establishes robust internal controls; and manages year-end close-out in accordance with OMB circulars. The manager coordinates the department's annual state budget request (including capital and technical submissions, language changes, reduction initiatives, and the budget briefing book), leads or supports budget hearings, analyzes pending legislation and prepares fiscal notes, responds to legislative inquiries, and directs fiscal reporting standards and performance dashboards. Additional responsibilities include analyzing workload and financial trends, overseeing records retention and audit readiness, consulting with CPA firms/nonprofits/state and federal partners on best practices, and driving continuous process improvement. Qualifications: progressive public-sector experience with supervisory/lead duties; proficiency in financial systems (e.g., NJ CFS) and advanced Excel/analytics; strong knowledge of OMB requirements, internal controls, audit practices, and compliance; demonstrated success in dashboards/variance reporting; understanding of state and federal funding processes; and familiarity with RFP/RFQ/RFA procurement.

The Ideal Candidate must have:

- Progressive experience in governmental budgeting, accounting, procurement, or grant management, including supervisory or lead responsibility.
- Demonstrated proficiency with financial systems (e.g., NJ CFS) and advanced Excel or analytic tools.
- Strong knowledge of OMB requirements, internal controls, audit practices, and public sector fiscal compliance.
- Prior responsibility for year-end close-out in a state agency environment and compliance with OMB circulars.
- Proven success in designing fiscal dashboards, variance reporting, and continuous improvement initiatives.
- Understanding of federal and state funding processes and their application within the department.
- Familiarity with Request for Proposals (RFP), Request for Quotes (RFQ)/Request for Application (RFA).

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 twenty-one (21) semester hour credits in finance, economics, and/or accounting courses.

NOTE: A bachelor's degree in any area supplemented by a minimum of twenty-one (21) semester-hour credits in finance, economics and/or accounting courses plus two (2) additional years of experience as indicated below may be substituted for the required education.

NOTE: 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 Accountancy may be substituted for the bachelor's degree.

EXPERIENCE: Five (5) years of experience in fiscal management including work in auditing, budgeting, accounting, or public finance; one (1) year of which shall have been in a supervisory capacity.

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.

FOREIGN DEGREES: Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. This evaluation must be included with your submission and failure to submit the required evaluation may result in an ineligibility determination

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 must 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 seven 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 applicants 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.
SAME PROGRAM INFORMATION
SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted to njdajobs@ag.nj.gov along with your resume, cover letter, announcement number, and transcript (if position has a degree requirement) by the closing date indicated above. For more information on the SAME Program visit their website at: https://nj.gov/csc/same/overview/index.shtml, email: CSC-SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

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