



# VACANCY ANNOUNCEMENT

**The Department of Health has a career opportunity for qualified candidates for the following position:**

Title <b>Section Supervisor Fiscal Resources [Classified Competitive]</b>			Salary <b>\$30 \$87,578.62 - \$124,980.46</b>
Posting Number <b>426-23</b>	Position Number <b>956548</b>	Number of Positions <b>1</b>	Posting Period * From: <b>05/25/2023</b> To: <b>06/08/2023</b>
Location: <b>Public Health Environmental Laboratory 3 Schwarzkopf Dr, Ewing, NJ</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>

## GENERAL DESCRIPTION

The New Jersey Public Health & Environmental Laboratories (PHEL) is a division of 250 employees that provides clinical and environmental testing services to support local, federal, and other state agencies who protect the public's health and the citizens of New Jersey.

PHEL is seeking a Section Supervisor of Fiscal Resources to serve as the supervisor of the Office of Fiscal Services (OFS.) The Section Supervisor will focus on high-level priorities and provide technical and administrative leadership to OFS which is a team of eight people comprised of three units: the Financial Management Unit, the Procurement Unit and the Grants Management Unit. OFS provides operational support to the ten programs in the laboratory with an emphasis on the complex procurement needs.

The successful candidate for this role will need to have an in-depth understanding of state fiscal management rules, techniques and systems (i.e., CFS and Business Objects); have a good understanding of state procurement policies and systems; good leadership skills and effective communication skills.

### Key Responsibilities:

Monitors budget. Current annual operational budget is excess of \$30M dollars and several multi-year grants in excess of \$300M including several COVID-19 grants. Evaluates financial condition or status. Monitors and verifies accuracy of processed fiscal transactions. Monitors internal financial controls. Develops budget expenditure projections. Completes the fiscal sections of the Internal Controls assessment. Directs a Fiscal structural analysis of each PHEL program/unit area to fully assess all costs, revenues, and expenditures. Provides fiscal review and oversight of all PHEL's MOA's/MOU's and Letters of Agreement. Provides technical advice to staff, peers, or management. Informs staff of new policies/procedures and/or changes to policies/procedures. Provide interpretation on applicable laws, policies, rules, and regulations for subordinates. Plans, organizes, assigns, supervises, and evaluates the work of the unit which entails, budgeting, accounting, auditing, procurement, finance and grant administration.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**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.

**EXPERIENCE:** Five (5) years experience in work involving fiscal management which shall have included public finance, auditing, budgeting, or accounting.

**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 Accountancy may be substituted for the required education. A general Bachelor's degree supplemented by a minimum of twenty-one (21) semester hour credits in finance, economics and/or accounting courses plus two (2) years of experience involving fiscal management which shall have included public finance, auditing, budgeting, or accounting may be substituted for the required education.

**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.

## IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:  
**PSTLABS@doh.nj.gov**
- Mail the required documents to:  
**Tora Nance, Administrative Assistant 2  
Public Health and Environmental Laboratories**

### Required documents:

- cover letter
- resume
- completed application, found at:  
<http://www.nj.gov/health/forms/dpf-663.pdf>

- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
- *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.*
- *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
- *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
- *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", 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.*
- **The New Jersey Department of Health is an Equal Opportunity Employer.**
- **RESUME NOTE:** *Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*
- **SAME APPLICANTS:** *If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume 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: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.*