



# State of New Jersey

## Department of Human Services

**Philip Murphy**  
Governor  
**Tahesha L. Way**  
Lt. Governor  
**Sarah Adelman**  
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

<b>JOB POSTING #:</b>	396-24	<b>ISSUE DATE:</b>	8/20/2024	<b>CLOSING DATE:</b>	2/20/2025
<b>TITLE:</b>	Division CFO (SES) or Manager 3 Fiscal Resources				
<b>LOCATION:</b>	Division of Mental Health and Addiction Services Division Fiscal Office 5 Commerce Way Hamilton NJ 08690	<b>RANGE:</b>	M98 or &36		
		<b>SALARY:</b>	Commensurate with experience or \$124,099.07 - \$171,804.19		
		<b>UNIT SCOPE:</b>	K950		
<b>OPEN TO:</b>	General Public and Current NJ current State employees with Underlying Permanent Status				
<b>DEFINITION:</b>	Under general supervision, organizes and directs the activities of an fiscal component, supporting of a major agency, division, or department having a total employee complement of over 25 subordinate fiscal staff. This component must include at least two of the following functional elements: budgeting, auditing, accounting, procurement, or finance.				
<b>NOTE:</b>	The CFO must be able to manage multiple priorities, and be agile to shift attention as needed while also adhering to established deadlines. This requires an experienced and proven leader who can delegate and develop a strong, competent team motivated to accomplish the goals of the Division. The individual must also be able to clearly communicate ideas and needs not only within the Division but with high-level leaders within the State and other departments.				
<b>EDUCATION:</b>	Level 3 - 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..				
<b>EXPERIENCE:</b>	Seven (7) years' experience in work involving fiscal management. The experience should include work in public finance, auditing, budgeting, or accounting. Three (3) years of the required experience shall have been in a supervisory capacity.				
<b>NOTE:</b>	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.				
<b>LICENSE:</b>	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.				
<b>NOTE FOR FOREIGN DEGREES:</b>	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. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				
<b>RESIDENCY:</b>	Effective 9/1/11, 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 he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.				
<b>DRUG SCREENING:</b>	If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your 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. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.				
<b>NOTE:</b>	* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. * <b>Telework:</b> This position may be eligible to participate in the Department's pilot "Telework Program", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process. * <b>SAME Applicants:</b> 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: <a href="https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a> , email: <a href="mailto:CSC-Same@csc.nj.gov">CSC-Same@csc.nj.gov</a> , or call 609-292-4144, option 3.				
<p>Forward a cover letter and resume electronically to: <a href="mailto:DHS-HRAdmin.Resumes@dhs.nj.gov">DHS-HRAdmin.Resumes@dhs.nj.gov</a>  <b>You must include the Job Posting #, and Last Name in the subject line of your email. Example: (123-22, Smith)</b></p>					

New Jersey Department of Human Services is an Equal Opportunity Employer