



# 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>	415-24	<b>ISSUE DATE:</b>	9/5/2024	<b>CLOSING DATE:</b>	9/19/2024
<b>TITLE:</b>	Administrative Analyst 4 Accounting				
<b>LOCATION:</b>	Division of Family Development Office of Budgetary and Financial Management Budget Unit 6 Quakerbridge Plaza Hamilton, NJ 08619	<b>RANGE:</b>	R29		
		<b>SALARY:</b>	\$89,575.39 - \$127,744.57		
		<b>UNIT SCOPE:</b>	K500 – Division of Family Development		
<b>OPEN TO:</b>	Current Division Employees with Underlying Permanent Status				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	Under the general supervision of a supervisory official, supervises the development, review, analysis, and appraisal of financial procedures and performance and helps to prepare recommendations for changes and/or revisions therein; Supervises staff and work activities. Prepares and signs official performance evaluations for subordinate staff; does other related duties.				
<b>SPECIAL NOTE:</b>					
<b>REQUIREMENTS</b>					
<b>REQUIREMENTS:</b>	<p><b>NOTE:</b> 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.</p> <p style="text-align: center;"><b>OR:</b></p> <p>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.</p> <p style="text-align: center;"><b>OR:</b></p> <p>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.</p> <p style="text-align: center;"><b>OR:</b></p> <p>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.</p> <p><b>NOTE:</b> "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.</p>				
	<p>Proficiency in the following systems is required: systems.</p> <ul style="list-style-type: none"> <li>• MACSE</li> <li>• NJCFS</li> <li>• NJSTART</li> <li>• Business Objects</li> <li>• TABS</li> <li>• Vendor Payment Inquiry</li> <li>• MS Office products</li> </ul>				
	<b>SPECIAL NOTE:</b>				
	<b>LICENSE:</b>				
<b>IMPORTANT NOTICES</b>					
<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>	<p>* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.</p> <p>* <u>Telework</u>: This position may be eligible to participate in the Department's pilot "<u>Telework Program</u>", 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.</p> <p>* <u>SAME Applicants</u>: 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: CSC-Same@csc.nj.gov , or call 609-292-4144, option 3.</p>

**FILING INSTRUCTIONS**

Forward a cover letter and resume electronically to: [dfdhresumes@dhs.nj.gov](mailto:dfdhresumes@dhs.nj.gov)

You must include the Job **Posting #**, and **Last Name** in the **subject line** of your email. **Example: (123-22, Smith)**

**New Jersey Department of Human Services is an Equal Opportunity Employer**