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State of New Jersey
THE PINELANDS COMMISSION
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LAURA E. MATOS
Chair
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Executive Director

General Information: Info@pinelands.nj.gov
Application Specific Information: AppInfo@pinelands.nj.gov

Job Vacancy Announcement

POSITION: Business Assistant 3

SALARY RANGE: \$39,921-\$57,885

CLASSIFICATION: Full Time, Exempt, Union

POSTING PERIOD: 12/9/2025-01/11/2026

POSITION DESCRIPTION:

The New Jersey Pinelands Commission is an independent state agency whose mission is to preserve, protect, and enhance the natural and cultural resources of the Pinelands National Reserve, and to encourage compatible economic and other human activities consistent with that purpose. The Commission implements a comprehensive plan that guides land use, development, and natural resource protection programs in the 938,000-acre Pinelands Area of southern New Jersey.

The Commission is seeking a full-time Business Assistant for the Business Services Office. The Business Assistant helps with daily financial, purchasing, and office tasks. Duties include entering invoices, gathering supporting paperwork, processing checks for approved payments, and keeping vendor files up to date. The Business Assistant also prepares basic journal entries and cash receipt records.

This position supports the business office by keeping track of office supply levels, placing and following up on orders, and receiving and distributing supplies and equipment. The Business Assistant enters purchase requisitions into the Commission's financial system and prepares purchase orders. The job also includes helping maintain fixed-asset records and noting items that should be removed. Edmunds experience a plus, but not necessary.

The Business Assistant is responsible for tracking vehicle maintenance schedules and ensuring required inspections and registrations are completed. This position also logs, processes and ensures shipment of merchandise orders through the Commission's on-line store. Finally, the Business Assistant provides backup coverage for the front desk receptionist when needed.

This position requires good organization, attention to detail, and the ability to work well with others. Candidate must possess a driver's license. Occasional driving will be required.

Salary will be commensurate with experience, starting at \$39,921. Full benefits include paid vacation and sick leave, health and dental insurance, life insurance, and enrollment in the public employee's retirement system.

REQUIREMENTS:

EDUCATION & EXPERIENCE: Minimum one (1) year of experience in accounting, accounts payable, bookkeeping or financial record keeping. Specialized training or education in accounting may substitute for up to one year of required experience.

RESIDENCY: The New Jersey First Act (P.L. 2011, c. 70) requires all new employees to reside in the State of New Jersey, unless exempted under law. If you do not reside in New Jersey, within one year of hire, you must either establish residency in the State of New Jersey or successfully receive an exemption from the Employee Residency Review Committee.

INTERESTED CANDIDATES: Interested candidates should submit a cover letter and resume via e-mail to humanresources@pinelands.nj.gov by the closing date. Please include the position title in the subject line.

Only candidates selected for interviews will be contacted.