



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2025 - 127 - S	<b>ISSUE DATE:</b> December 29, 2025	<b>CLOSING DATE:</b> January 12, 2026
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<b>TITLE:</b> Chief of Operations, Treasury	<b>OPEN TO:</b> State Wide (all Departments/State Employees)	
<b>DIVISION:</b> Revenue and Enterprise Services	<b>TITLE CODE:</b> 61427	<b>RANGE:</b> &32
<b>UNIT:</b> Revenue Accounting Unit	<b>WORKWEEK:</b> NL (35 hours)	
<b>LOCATION:</b> 200 Woolverton Street, Trenton, NJ	<b>SALARY RANGE:</b> \$106,547.31 - \$157,362.71	

### JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Revenue and Enterprise Services is seeking a Chief of Operations, Treasury. Under the direction of a Director or other managerial official in the Department of the Treasury in a major revenue generating, collection or enforcement operation or support program, is directly responsible for the management, supervision, and control of work programs, operations, and staff of a bureau or its organizational equivalent; does other related work.

Manages the employees within the Revenue Accounting Bureau to ensure that revenue is recorded timely and all reporting of revenue is accurate, updated in CFS, and all certifications of revenue are completed. Receives and reviews backlog reports from section supervisors to evaluate job efficiencies and ensure work is up to date. Prepares revenue certifications for the Treasurer or other managerial official in the Department of the Treasury.

Reports, projects, special assignments, and staff requirements – as required by upper management, provides information to both external and internal clients relating to revenue collections, statistical reporting, and financial reporting. This may also require participation in software upgrades for technical accounting questions. Insure or implement staffing resource presence when required by management particularly during operations peak. Develops policies and procedures to accomplish goals and objectives.

Oversees all related contracts (banking, etc.). Ensure all OMB banking contracts are managed and running efficiently in cooperation with OMB. Any other DORES contracts related to Revenue Accounting should be managed appropriately. Directs the appraisal and adjustment of operational controls, staff/facilities, and procedures to maximize responsiveness to documented operational needs. Directs the maintenance of records, reports, and files, and prepares or directs the preparation of responses to inquiries

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.



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### POSITION REQUIREMENTS

**Education & Experience:** 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.

Nine (9) years of professional experience in the administration of a comprehensive, large-scale system or program dealing with revenue collection, processing, accounting, taxpayer services, auditing, contract management, or registration functions, two (2) years of which shall have been in a supervisory capacity in a large business or government enterprise.

**OR**

Possession of a Bachelor's degree from an accredited college or university; and five (5) years of the above-mentioned professional experience, two (2) years of which shall have been in a supervisory capacity in a large business or government enterprise.

**OR**

Possession of a master's degree in accounting, computer science, public administration, or a related field from an accredited college or university; and four (4) years of the above-mentioned professional experience, two (2) years of which shall have been in a supervisory capacity in a large business or government enterprise.

**Note:**

"Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

### IMPORTANT NOTES

**Open to the following:**

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.



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### GENERAL INFORMATION

**Vacancy Notice:**

This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.

**Foreign Degrees:**

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense and must be included in your application submission by the closing date.

**NJ SAME Program:**

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or visit <https://nj.gov/csc/same/overview/index.shtml>.

**NJ Veteran's Preference:**

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

**Residency:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:**

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

### INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

**If you are qualified, please submit the documents listed below by 5:00 p.m. on January 12, 2026:**

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2025 - 127 - S Chief of Operations, Treasury" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

*Antoinette Sargent (mr)*

Antoinette Sargent, Human Resource Officer