



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026 - 043 - S	ISSUE DATE: April 15, 2026	CLOSING DATE: April 29, 2026
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TITLE: Administrative Analyst 4 Accounting	OPEN TO: State Wide (all Departments/State Employees)	
DIVISION: Pensions and Benefits	TITLE CODE: 50076D	RANGE: R29
UNIT: Health Benefits Financial	WORKWEEK: NL (35 hours)	
LOCATION: 50 West State Street, Trenton, NJ	SALARY RANGE: \$92,710.53 - \$136,605.03	

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Pensions and Benefits is seeking an Administrative Analyst 4 Accounting. Under the general supervision of a supervisory official, the incumbent will complete the following duties:

- Assist Supervisor and Chief in preparation of the budget submission for 16 Health Benefits, through analysis of rate renewal submission from carriers and consultants. Oversee daily operations in Health Benefits Financial Section, responsible for training and cross-training employees. Assist in the annual budget process.
- Process request cash management transfers from the Investment Accounts to the Operating Accounts. Ensure there are monies available to pay Health Benefits/Prescription/Dental claims.
- Analyze the rate recommendation from State Actuary. Prepare the annual rate charts for Health, Dental, Rx and Vision premiums for State Health Benefit Program (SHBP). Prepare spreadsheet for Office of Information Technology (OIT) with updated premium and fee rates. Delegate charts and spreadsheets to staff and make any changes to files for impending load to State Health Information Processing System (SHIPS). Review rate charts on Division of Pensions and Benefits website and State Health Information Processing System (SHIPS) for accuracy. The tasks requires complex organization, calculation, accuracy and compliance to law and adherence to strict deadlines in accordance with published payroll schedules.
- Review, analyze and reconcile daily for 8 funds. Verify that all cash receipts have been received and are correctly posted to the State Health Information Processing System (SHIPS). Utilized banking, State Health Information Processing System (SHIPS), Transmittal Electronic Payment System (TEPS) and Division of Revenue (DOR) systems. Research and correct any discrepancies. Maintain daily reconciliation summaries and reconcile monthly cash receipts for employee lock box and employers Transmittal Electronic Payment System (TEPS) payments.
- Prepare and monitor Cash Flow projection. Advise Chief when a 3 day cash float is not available. Prepare monthly cash flow file to Office of Management & Budget (OMB) for State Health Benefits and State Prescription.
- Prepare and analyze retired education claims data to Office of Management & Budget's (OMB) analyst on a monthly basis.
- Review and analyze monthly analysis expenditures of the Budget Projections Health Benefits Appropriated Accounts for 9 government health programs.
- Participate in projects, initiatives, or perform other related tasks to the Finance Bureau, or DPB in general, as requested by Assistant Director or Deputy Director.

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.

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.

-OR-

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.

-OR-

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.

-OR-

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.

Note:

"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.

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 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 April 29, 2026:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma, transcript must also clearly demonstrate completion of 21 accounting credits)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2026- 043 - S Administrative Analyst 4 Accounting" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)
Antoinette Sargent, Human Resource Officer