



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2023 - 055 - S	ISSUE DATE: May 3, 2023	CLOSING DATE: May 31, 2023
TITLE: Administrative Analyst 4, Accounting	OPEN TO: State Wide (all Departments/State Employees)	
DIVISION: Pensions & Benefits	TITLE CODE: 50076D	RANGE: R 29
UNIT: Police and Firemen's Retirement System of NJ	WORKWEEK: NL (35 hours)	
LOCATION: 50 West State Street, Trenton, NJ	SALARY RANGE: \$ \$83,619.58 - \$119,250.94	

JOB DESCRIPTION

The New Jersey Department of Treasury, Police and Firemen's Retirement System of NJ seeks an Administrative Analyst 4, Accounting. Under the direction of the Financial Operations Manager the Administrative Analyst 4 Accounting supervises the daily activities related to accounting and performance measurement for each of the portfolios of the Fund. Actively assists the Financial Operations Manager in working directly with the various vendors to ensure all aspects of the accounting and performance activities are operating smoothly and efficiently. Supervises staff to ensure all accounting and performance deliverables are met. Reviews, analyzes and makes recommendations to solve accounting and performance issues with custodian bank. Collaborates on projects with the external auditors, coordinates reports/data as needed from team. Supervises staff to ensure timely delivery against target dates. Works closely with the third party actuaries, ensures all accounting data requirements are delivered. Assists Financial Operations Manager in overseeing project to ensure timely delivery against target dates. Conducts quality assurance tests on both accounting and performance deliverables provided by the custodian bank. Analyzes results and prepares reports containing finds for the Financial Operations Manager. Engages with the custodian, to ensure timely and accurate reporting on a daily, monthly, quarterly and year end basis successfully. Working with the Financial Operations Manager, helps oversee the custodian to accomplish problem resolution and process efficiency enhancements, compiles work product and recommendations from Accountant 2 and Accountant 3, reports fiscal recommendations to the Financial Operations Manager and the Deputy Director of Financial Operations to ensure all fund obligations are being met. Performs other related duties as required.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's pilot 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, Pension, supplemental pension plan, tax saving programs, and paid holidays.

POSITION REQUIREMENTS

Open to the following: Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed below. This is not a promotional announcement. 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.

Education: Graduation from an accredited college with a Bachelor's degree including or supplemented by twenty-one (21) credit hours in accounting.

Experience: Four (4) years of experience involving the auditing or the installation, operation and maintenance of large-scale accounting systems.

Note: Applicants who have successfully completed twenty-one (21) semester hour credits in accounting may substitute the indicated non-supervisory experience as noted above on a year for year basis for the remaining education.

Note: A valid New Jersey Certificate as a Certified Public Accountant issued by the New Jersey state Board of Accountancy may be substituted for the Bachelor's degree plus the twenty-one (21) credit hours in accounting.



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IMPORTANT NOTES

SAME Applicants:

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, visit <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

Veteran's Preference:

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. Please visit: <http://www.state.nj.us/csc/seekers/veterans> for more information.

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. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. Please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html> for more information

Work Authorization:

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on May 31, 2023:

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

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2023- 055 - S AA4 Accounting" in the Subject Line)

Submissions must be received timely to the email address listed above 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.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by: Antoinette Sargent (nr)
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer