



Notice of Job Vacancy

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| Posting # 2021-183 | Issue Date 8/30/2021 | Closing Date TBD | |
| Title: Chief Financial Officer/Assistant Commissioner (Unclassified Appointment) | Range/Title Code: M98/99985 | Salary: \$155,250.00 | |
| Unit Scope: Statewide Public/Private | Location: OFFICE OF FINANCE & ACCOUNTING, Department of Labor, Trenton NJ | Workweek: NL | # Vacancies: 1 |

Job Description

The Department of Labor and Workforce Development (DOL) provides many benefits to employees to acknowledge and value their contribution. Statewide benefits include health insurance, pension, Flexible Spending Accounts (FSA)/Health Savings Accounts (HSA), life insurance, deferred compensation and more. The DOL also provides tuition reimbursement (after nine months of employment), Alternate Workweek Program (determined by division), and employee training.

Serving as the Chief Financial Officer (CFO) for the Department of Labor and Workforce Development (DOL), the Assistant Commissioner of Finance and Accounting is responsible for the effective operation of DOL's Accounting and Finance Division and DOL's Procurement Division. This includes managing of the department's financial operations including accounting operations, budget formulation and execution, financial reporting, financial systems management, fiscal policy, managerial cost accounting and compliance with State purchasing regulations.

Duties of the CFO include, but are not limited to:

Oversight and management of the Department's fiscal activities including adhering to generally-accepted accounting principles and the interpretation and application of federal and state laws, regulations, policies and procedures; establishing and maintaining a system of internal controls that provides reasonable assurance that the Department's records accurately reflect the results of its operations and to properly safeguard its assets; and maintaining all budgeting, accounting, reporting and other fiscal activities of the Department involving a variety of funds including Federal Funds, Trust/Dedicated Funds and State General Funds.

Oversight and administration of the Department's four functional units: Budget Planning and Analysis, Appropriations Accounting, Trust Fund Accounting and Procurement Unit. This includes oversight of all revenues, expenditures and disbursements to ensure the proper and accurate preparation, posting, maintenance, and reconciliation of all accounts, ledgers, schedules, statements, reports, and other records pertaining to Departmental finances and the submission of required federal reports on a monthly, quarterly and/or annual basis.

Working with the Office of Management and Budget (OMB), is responsible for preparing the Department's annual budget and/or other issues including execution of the Budget. Oversight and management of the cooperative interaction with OMB during preparation of the New Jersey State Budget.

Administration of assessments collected by the Department including, but not limited to State and Private Disability Insurance Plan, Disability during Unemployment, and Family Leave Insurance; and oversight of the computation of employer and employee annual contribution rates for the Unemployment Compensation fund, State Disability Benefits Fund, Second Injury Fund and other funds under the jurisdiction of the Department of Labor and Workforce Development.

Oversight and administration of financial records and the preparation of financial statements for the Annual Comprehensive Financial Report (ACFR) for all of the trust funds administered by the Department to include the Workforce Development Partnership Fund and the Supplemental Workforce Funds for Basic Skills.

Ensuring all funds are expended in compliance with State and Federal purchasing regulations and within budgeted parameters.

Maintaining a cooperative working relationship with internal and external auditors during annual or periodic audits including but not limited to the Department's Office of Internal Audit, State Single Audit, NJ Office of the State Auditor, and federal audits and reviews.

Civil Service Commission Requirements (Education/Experience/Licenses)

Open to candidates who meet the following requirements:

EDUCATION: Graduation from an accredited college with a Bachelor's degree, including or supplemented by twenty-one (21) semester credit hours in professional accounting courses (which may include courses in municipal and government accounting). *Applicants must submit a copy of your unofficial transcripts to verify the required credits earned. Failure to submit unofficial transcripts with your resume may result in your ineligibility.*

NOTE: Possession of a valid Certificate as a Certified Public Accountant or registration as a Public Accountant issued by the New Jersey State Board of Accountancy may be substituted for the required degree.

The following education is a plus:

- *Master's degree in Accounting, Finance or Business.
- *Governmental Accounting Accreditation(s).
- *CPA designation

EXPERIENCE: Six years of experience as an administrator in a large government or private organization with functions related to those which will be encountered when managing a state department's fiscal/financial operations.

Applicants who have successfully completed the required twenty-one (21) credit hours in accounting as specified above may substitute additional experience for the remaining education as indicated above on a year for year basis.

The following experience is a plus:

- *The oversight and management of funds received through the US Department of Labor (Title I - Workforce Innovation and Opportunity Act (WIOA); and Title III - Wagner Peyser Act); funds received through the US Department of Education (Title II - Adult Education and Family Literacy; Title IV - Rehabilitation Act of 1973); and funds received from the Social Security Administration (Disability Insurance).

RESUME NOTE: Eligibility determinations will be based only upon information presented on the resume along with other supporting documents. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of the transcripts from a recognized evaluation service at the time of submission. Failure to do so may result in your ineligibility.

NOTE: This appointment is subject to NJ Civil Service Commission approval.

TO APPLY for this Position

If you qualify and would like to be considered, **submit a letter of interest, resume, (including daytime phone number and email address) and transcripts** to the person and email address listed below. You **must** submit your response by the closing date shown above and include the Posting number.

EMAIL:

Human Capital Strategies
Recruitment Unit

LWDJobPostings@dol.nj.gov

*Please put the complete posting number in the email subject line and attach a copy of your transcripts with your resume.

This is not a promotional announcement for a Civil Service Examination.

This posting may result in personnel actions which will require final approval by the Department of Labor and Workforce Development

and the Civil Service Commission in accordance with Civil Service Commission rules and regulations.

Job Posting Authorized by Tennille R. McCoy, Assistant Commissioner, Division of Human Capital Strategies

- Newly hired employees must agree to a thorough background check that may include fingerprinting.
- Any appointments made from postings which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.
- As of September 2010, in accordance with N.J.S.A. 52:14-7, the “New Jersey First Act,” all new employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey, or to secure an exemption.
- Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOL does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

The New Jersey Department of Labor and Workforce Development is an Equal Opportunity/Affirmative Action Employer.

New Jersey Department of Labor and Workforce Development
PERSONAL RELATIONSHIPS DISCLOSURE STATEMENT

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the New Jersey Department of Labor and Workforce Development (NJ DOL) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No NJ DOL employee may supervise or exercise any authority with regard to personnel actions involving their relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

Relative means an individual's spouse/domestic partner/civil union partner¹ or the individual or spouse's/domestic partner's/civil union partner's parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse/domestic partner/civil union partner by blood, marriage or adoption.

Consensual personal relationship means marriage, engagement, dating or other ongoing romantic or sexual relationships.

Cohabitant means non-related persons who share a household under circumstances where there is financial interdependence.

The New Jersey Department of Labor and Workforce Development requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Capital Strategies (HCS) - **Director's** Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with NJ DOL's Equal Employment Opportunity Office **and/or** the NJ DOL Ethics Office as deemed necessary. Upon receiving notice of the relationship, HCS may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of the employees involved. Failure to provide notification to HCS may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

I **DO NOT** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development.

I **DO** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development identified as follows:

| Name | Relationship | Division and Work Location |
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Do you need more space for disclosure? Yes No **If YES, continue writing on the back of this form.**

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact, may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during the course of my employment.

Applicant/Employee's Name (Print) _____

Applicant/Employee's Signature _____

Date _____

¹ Domestic Partner as defined in NJSA 26:8A-1 et. seq. and Civil Union status as defined in NJSA 37:1-28 et. seq.