



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2022 - 098 - P	ISSUE DATE: September 29, 2022	CLOSING DATE: October 13, 2022
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TITLE: Administrative Analyst 3, Accounting	OPEN TO: General Public
DIVISION: Investment	TITLE CODE: 50075C RANGE: P26
UNIT: Accounting	WORKWEEK: NL (35 hours)
LOCATION: 50 West State Street, 9th Floor, Trenton, NJ	SALARY RANGE: \$72,836.90 – \$103,620.41

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Investment, Accounting Unit is in search of an Administrative Analyst 3 Accounting. Under the direction of a supervisor, the candidate will oversee the accounting of all investments under the management of the division while ensuring compliance with the regulations of the State Investment Council, division policies and procedures, Governmental Accounting Standards Board (GASB), and the Generally Accepted Accounting Principles (GAAP). Verify all assets, liabilities, equity, income, receipts, and disbursements are recorded properly. Ensures the accuracy of the cost and market value of all investments while verifying the month-end holdings report agrees to the applicable trial balance and the corresponding sub-ledger contains all transactions.

Conducts full audit reviews for all assets and liabilities, including but not limited to receivables, payables, and participant equity. Composes numerous reports for supervisor review including monthly and fiscal year financial statements and footnotes; statements of net position, net changes, cash receipts and disbursements, and unit value statements. Prepares analyses for audits and answers audit requests promptly while also resolving material discrepancies in a timely manner with other departments and the custodians. Knowledge of fixed income and alternative investment accounting along with strong technical skills with Microsoft Excel VLOOKUP and Pivot Tables are beneficial for this position.

Preference will be given to candidates with knowledge of fixed income and alternative investment accounting. The prospective candidate will possess the following set of skills and abilities: the ability to understand all accounting department responsibilities; a strong attention to detail; the ability to work independently in a dynamic environment and meet deadlines; the ability to multi-task and prioritize effectively; strong analytical and problem-solving skills; strong technology skills including Microsoft Excel (VLOOKUP and Pivot Tables); and strong communication skills.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity 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

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

Experience: Three (3) years of a variety of experiences involving the auditing or the installation, operation, and maintenance of large-scale accounting systems.

Note: Applicants who possess the twenty-one (21) credit hours in accounting but do not possess a Bachelor's degree may substitute additional experience as indicated on a year for year basis thirty (30) credit hours is considered equal to one (1) year of college

A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of experience as indicated above.

Provisional Appointment: Appointee will serve provisionally pending an open-competitive examination. In order to become permanent in this title, you must file for and successfully pass a Civil Service Commission open-competitive examination and be reachable for appointment in the resultant list, followed by a four (4) month working test period.



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IMPORTANT NOTES

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. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

Starting Salary:

In accordance with N.J.A.C. Title 4A, new appointments will be limited to a starting salary between Step 1 and Step 4 of the salary range.

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. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

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 October 13, 2022:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial/official transcript reflecting twenty-one (21) credits in accounting and the date the degree was awarded/conferred)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2022-098-P AA3 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

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer