



**JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**



THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

- Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- Interested individuals who meet the stated requirements

Issue Date: November 12, 2021

Posting No.: 403-21

TITLE: Section Supervisor, Fiscal Resources **SALARY:** \$84,177.83 - \$120,127.43

LOCATION: Adult Diagnostic and Treatment Center, Business Office – Avenel NJ

JOB DESCRIPTION: A position in this category typically functions as a supervisor of an organizational unit, authorizes payment, provides administrative support services for other units or departments, develops fiscal projections, approves transfer of monies from accounts, evaluates financial condition or status, monitors internal audit systems, develops budget expenditure projections, and consults with vendors or contractors; does other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree in Economics, Finance, Business Administration, Accounting, or Public Administration, with a minimum of twenty-one (21) semester hour credits in finance, economics, and/or accounting courses.

EXPERIENCE: Five (5) years of experience in work involving fiscal management which shall have included public finance, auditing, budgeting, or accounting.

SUBSTITUTIONS: A valid New Jersey certificate as a Certified Public Accountant or a registration as a Public Accountant issued by the New Jersey State Board of Public Accountancy may be substituted for the required education.

SUBSTITUTIONS: A general Bachelor's degree supplemented by a minimum of twenty-one (21) semester hour credits in finance, economics and/or accounting courses plus two (2) years of experience involving fiscal management which shall have included public finance, auditing, budgeting, or accounting may be substituted for the required education.

PLEASE INCLUDE RESUME AND COPY OF TRANSCRIPTS (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN NOVEMBER 29, 2021.

Forward Response To: Dawn Graeme, Manager, Human Resources
Regional Personnel Services, Region 2
East Jersey State Prison
Lock Bag "R"
Rahway, NJ 07065

Emailed resumes are to be sent only to:

DOC_OHR-Region2@doc.nj.gov