



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



AMENDED

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 19, 2021

Posting No.: 414-21

TITLE: Manager 2, Fiscal Resources **SALARY:** TBD

LOCATION: Central Office, Office of Financial Management, Bureau of Institutional Operations / CORU - Trenton NJ

JOB DESCRIPTION: A position in this category typically functions as a manager 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 (21) semester hour credits in finance, economics, and/or accounting courses.

EXPERIENCE: Six (6) years' experience in work involving fiscal management. The experience should include work in public finance, auditing, budgeting, or accounting. Two (2) years of the required experience shall have been in a supervisory capacity.

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 Accounts may be substituted for the Bachelor's degree.

A general Bachelor's degree supplemented by a minimum of twenty-one (21) semester hour credits in finance, economics, and/or accounting courses and two (2) years of work in public finance, auditing, budgeting, or accounting may be substituted for the specific degree requirements for all levels.

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 DECEMBER 6, 2021.

Forward Response To: Civilian Recruitment – Office of Human Resources
Central Office Regional Personnel Services, Region 6
P.O. Box 863
Trenton, NJ 08625-08633

Emailed resumes are to be sent only to: [**Civilian.Recruitment@doc.nj.gov**](mailto:Civilian.Recruitment@doc.nj.gov)