

# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY



### Administrative Analyst 3

**SALARY RANGE:** \$68,635.84- \$97,643.83 (P26)

**WORKWEEK:** NL (35 Hour) Workweek

**POSTING PERIOD FROM:** April 26, 2021

**TO:** May 10, 2021

**OPEN TO:** ☐ Unit Scope: \_\_\_\_\_ ☐ Division Wide ☐ Open to General Public

☐ Department Wide (open to Treasury employees)

☒ State Wide (all Departments/State employees)

**DIVISION/LOCATION:**

Unclaimed Property Administration  
Reports and Client and Data Services Unit  
50 West State Street  
Trenton, NJ 08625

**JOB DESCRIPTION:** Under the direction of the Chief of Operations within the Unclaimed Property Administration (UPA), takes the lead over the contracts for the Third Party Audit program. This includes the coordination, assignment, and approval of audit examinations for contract vendors. Maintains monthly work-in-progress reports and related documentation. Reviews incoming draft audit reports for agency approval and ensures examinations are performed in compliance with N.J.S.A. 46:30B. Assists with the drafting of release and settlement agreements. Performs maintenance and reconciliation of reports for incoming cash and shares from vendors. Processing and approval of vendor invoices and audit calculation of fees to ensure calculation in accordance with contract terms. Ensures invoices are paid in a timely manner. Participates in meetings with holder representatives with the intent of educating companies of their responsibility to comply with the Uniform Unclaimed Property Act. Communicates with vendors and holders to resolve any audit related disputes. Analyzes unclaimed property holder reports to determine escheatment patterns and help identify both non-reporters and under-reporters. Effectively utilizes available trade publications and on-line resources to research background information about holders in order to identify company-wide or industry-wide policies and practices that result in non-compliance with the Uniform Unclaimed Property Act. Compiles requested historical data and background information for the UPA field audit staff. Handles and responds to all high priority requests from Legislative Offices, Office of the State Treasurer and Office of the Governor. As the lead worker, provides operational guidance, support to the Client and Data Services (CDS) Unit and functions backup to the CDS Supervisor. Performs other related duties as required.

**REQUIREMENTS:** Open to full-time STATE employees who have permanent status in a competitive title and who meet the requirements listed below:

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Three (3) years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience

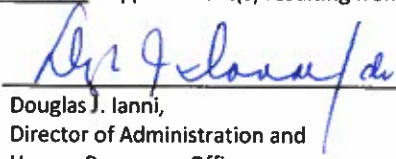
**NOTE:** A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated experience.

If you are qualified and interested in this employment opportunity, please send your cover letter and resume **via email only**, by the deadline indicated above. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

NJ Department of the Treasury  
Division of Administration/Human Resources  
Employment Recruiter  
Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)  
(Please use "Admin Analyst 3- UPA" in the Subject Line)

**THIS IS NOT A PROMOTIONAL ANNOUNCEMENT.** Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

**JOB POSTING AUTHORIZED BY:**

  
Douglas J. Ianni,  
Director of Administration and  
Human Resources Officer

*The State of New Jersey is an Equal Opportunity Employer*