NJ Department of the Treasury

Title: Analyst Trainee

Location: 50 Barrack St, Trenton, NJ 08608

Job Type: Full-Time (Experienced)

Compensation Type: Salary

Start Date: 5/20/2016

Job Description:

The New Jersey Department of the Treasury’s, Office of Management and Budget seeks an Analyst Trainee to learn and assist in the Request for Proposal bidding process for cash management banking services in order to obtain effective banking services for State agencies at a reasonable cost which includes identifying effective contract award recommendations and assisting in performing bank compensation tasks. The qualified candidate may also assist in and/or perform the review, analysis, and appraisal of current department administrative procedures, organization, and performance, and help prepare recommendations for changes and/or revisions; learn to coordinate with other State agencies and departments to develop clearly defined and industry acceptable State banking specifications and engage in other related work activities.

Starting salary is $41,230.15, with an increase to $43,094.21 after 6 months of employment and satisfactory performance. A comprehensive benefits package is offered.

Qualifications:

Education:

- Graduation from an accredited college or university with a Bachelor’s degree. (APPLICANT SUBMISSIONS MUST INCLUDE A COPY OF DEGREE AND/OR TRANSCRIPTS (OFFICIAL/UNOFFICIAL) DOCUMENTING POSSESSION OF DEGREE).
- Note for 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 submission. Failure to submit the required evaluation may result in an ineligibility determination.

Preferred Skills:

Preference will be given to candidates who possess the following:

- Proficiency in the Microsoft Office Suite
- Excellent public speaking and writing skills
• Ability to gather and analyze data and information
• Ability to organize, multi-task effectively and manage deadlines
• Ability to communicate with a variety of government officials and bank representatives.

Other Requirements:

• In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to obtain New Jersey residency within one (1) year of employment. For more information, please visit: http://lwd.dol.state.nj.us/labor/lwdhome/njfirst/NJFirstMenu.html.

Application Instructions:

If you are qualified and interested in this position, please send your cover letter, resume, transcripts (official or unofficial) and job application via e-mail only, no later than June 10, 2016 to: EmploymentRecruiter@treas.nj.gov. (Please use “Analyst Trainee – OMB” in the Subject Line)

Your application for employment must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application. To obtain an application for employment, go to: http://www.nj.gov/treasury/administration/pdf/hr-application.doc.

About the Organization:
The Office of Management and Budget manages the State of New Jersey’s financial assets and helps ensure that taxpayer resources are allocated efficiently and in accordance with state laws, regulations, policies and guidelines.

New Jersey is an Equal Opportunity Employer