



**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, as a promotional or lateral opportunity, 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, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions
- Interested individuals who meet the stated requirements

Issue Date: May 17, 2024

Posting No: 209-24

TITLE: Business Manager Corrections **SALARY:** \$99,463.05 - \$142,156.08

LOCATION: Edna Mahan Correctional Facility for Women, Educational Services – Clinton, NJ

JOB DESCRIPTION: Under direction of a managerial officer in the Department of Corrections, supervises the institutional business and fiscal activities of a designated region which may consist of one or more institutional business offices, and storerooms/commissaries. The activities may include preparation of operating budgets and the development of budget expenditure projections; procurement and consultation with vendors or contractors; authorization of payments and transfer of monies from accounts; monitoring of internal audit systems, storage, and distribution of materials, supplies, and equipment. May oversee other institutional units as needed; does other related duties as required.

REQUIREMENTS

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester-hour credits are equal to one (1) year of relevant experience.

Ten (10) years of professional financial experience in a medical, educational, correctional, or training facility or other business operation with responsibility for preparation of financial statements and reports, review of financial records, oversight of the development of internal accounting control procedures, and assisting in the development and analysis of an office, unit, agency, or organizational budget, four (4) years of which shall have been in a supervisory capacity.

OR

Possession of a bachelor's degree from an accredited college or university; and six (6) years of the above-mentioned professional experience, four (4) years of which shall have been in a supervisory capacity.

OR

Possession of a master's degree in Business, Public Administration, Accounting, Finance, or Economics from an accredited college or university; and five (5) years of the above-mentioned professional experience, four (4) years of which shall have been in a supervisory capacity.

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 JUNE 3, 2024.

Forward Response To: Megan Cardinale, Human Resources
Regional Personnel Services, Region 4
Edna Mahan Correctional Facility for Women
30 County Road 513
Clinton, NJ 08809

Emailed resumes are to be sent only to: [**DOC_OHR-Region4@doc.nj.gov**](mailto:DOC_OHR-Region4@doc.nj.gov)