



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Manager 2 Fiscal Resources [Classified Competitive]			Salary \$79,246.26 - \$110,956.98 (M34)
Posting Number 29-18	Position Number 057869	Number of Positions 1	Posting Period * From: 1/23/18 To: 2/6/18
Location: Division of Mental Health and Addiction Services Office of Fiscal Management Operations 5 Commerce Way, Hamilton, NJ 08691			Scope of Eligibility/Open to: All Departments/State Employees
GENERAL DESCRIPTION			
<p>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. Under supervision of an executive officer in a state department or agency, is the chief fiscal officer of a state department or major organizational element over 700 employees.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>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. LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> • Forward the required documents electronically to: <i>PST.DMHASCO@doh.nj.gov</i> • Mail the required documents to: Teresa Lockette, Manager 2, Human Resources Mental Health & Addiction Services, Central Office Reference Posting #29-18 New Jersey Department of Health PO Box 362 Trenton, NJ 08625-0362 			
		<p>Required documents:</p> <ul style="list-style-type: none"> • cover letter • resume • State of NJ Employment Application (nj.gov/health/forms/dpf-663.dot). 	
		<p>* Responses received after the closing date MAY be considered if the position is not filled.</p>	

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - ***The New Jersey Department of Health is an Equal Opportunity Employer.***

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