



# VACANCY ANNOUNCEMENT

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

Title <b>Grants Specialist [Classified Competitive]</b>			Salary <b>\$67,714.29-\$96,415.36</b>
Posting Number <b>136-18</b>	Position Number <b>096338, 096218</b>	Number of Positions <b>2</b>	Posting Period * From: <b>5/16/18</b> To: <b>5/30/18</b>
Location: <b>Office of Budget and Financial Planning, 7<sup>th</sup> Floor 369 S. Warren Street, Trenton</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>

### GENERAL DESCRIPTION

Under the direction of a supervisory official in the Office of Budget and Financial Planning, is responsible for the management of assigned federal and private grants within the department and the development of methods and means to secure new funds for proposed programs.

Assists the program managers with the preparation of grant applications and monitors the expenditures of assigned grant programs; reviews federal grant applications, agreements and accounting documents to ensure accurate budget information, conformity with grant conditions and proper utilization of federal and state resources to ensure compliance with federal and state regulations and procedures. Maintains records of assigned federal grants which contain the total federal funds to the department and the state matching share. Assesses and monitors specific supplementary terms and conditions of grant awards inserted by federal grantor agencies in terms of departmental impact and assures compliance with these conditions. Works with the program managers in preparing project applications for grant resources, providing technical assistance to department entities for grant applications and establishing administrative and evaluation procedures to analyze the cost/benefits of specific grant programs. Responsible for an internal financial review for grant agreements to project expenditures through the end of grant period for variance computation and assist the project managers with budgetary amendments as needed. Prepares Financial Status Reports on each federal grant in accordance with the Federal regulations. Reconciles departmental draw downs in the form of Letters of Credit or reimbursement requests for eligible disbursements of federal grants. Establishes required receivable for federal grant awards and assures proper funds are set up in the operating accounts for use by the programs. Track federal grant information in the Budget and Federal Funds Sharepoint automated system.

### REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in accounting. **EXPERIENCE:** Four (4) years of accounting experience including two (2) years of experience in the coordination of grant funding in a public or private organization including experience with automated cost accounting systems. **NOTE:** Applicants who have obtained the twenty-one (21) semester hour credits in accounting as specified above but do not possess the required college degree may substitute additional experience as indicated on a year-for-year basis. **NOTE:** Possession of valid certificate as a certified Public Accountant issued by the New Jersey Board of Certified Public Accountants may be substituted for the Bachelor's degree with the twenty-one (21) credit hours in accounting. **LICENSE:** Appointee 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 duties of the position.

### IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:  
**PSTMA@doh.nj.gov**
- Mail the required documents to:  
**Jill Velez, Executive Assistant 3  
Management and Administration  
Reference Posting #136-18  
New Jersey Department of Health  
PO Box 360  
Trenton, NJ 08625-0360**

#### Required documents:

- cover letter
- resume
- completed application, found at:  
<http://www.nj.gov/health/forms/dpf-663.pdf>

*\* Responses received after the closing date MAY be considered if the position is not filled.*

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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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