



# 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>P27 \$69,068.58 - \$98,343.87</b>
Posting Number <b>153-18</b>	Position Number <b>1</b>	Number of Positions <b>653342</b>	Posting Period * From: <b>5/24/18</b> To: <b>6/7/18</b>
Location: <b>Integrated Health Division/ Community Health Service 50 East State Street, 6th Floor Trenton, NJ</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>

### GENERAL DESCRIPTION

Under the direct supervision of the Assistant Commissioner and in accordance with state and federal regulations, guidelines, criteria, policies and procedures the Grant Contracts Coordinator is responsible for coordinating the Grants and contracts Management team as it pertains to the NJ Department of Health, Community Health Service of Integrated Health Systems Division.

Grants Specialist position is the primary contact and responsibility for all Community Health Services grants and Letters of Agreement (LOA). Review, monitor and approve all grants, LOAs, budget revisions, expenditures reports, agency policies and procedures, Attachment C and Funds From Other Sources (FFOS). Handle complex financial disputes and appeals dealing with contractual matters and investigations of fraud. Represents the department, provide training, technical assistance and correspondence to internal staff and grantee/ LOA agency staff in all grant, contractual, financial, auditing and dispute matters.

### 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 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:  
***PSTHR@doh.nj.gov***
- Mail the required documents to:  
**Donna Wagner, Administrative Assistant 2  
Human Resources Services  
Reference Posting #153-18  
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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