



VACANCY ANNOUNCEMENT

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

Title Supervisor of Patients Accounts 1 [Classified Competitive]			Salary R27 \$70,449.95 - \$100,310.78
Posting Number 369-18	Position Number 039751	Number of Positions 1	Posting Period * From: 11/08/2018 To: 11/22/2018
Location: Trenton Psychiatric Hospital			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

Under general supervision of a Business Manager 1 or other fiscal officer, supervises the billing of clients and other sources for the cost of institutional care, establishes patient accounts; supervises client's financial affairs; secures benefits and other entitlements; supervises the processing of claims and adjustments to client accounts; does other related work.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not possess the required education may substitute experience as indicated below on a year-for-year basis.

EXPERIENCE: Four (4) years of experience in investigation work involving the collection and/or accounting of funds.

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.

IMPORTANT FILING INSTRUCTIONS

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

- Forward the required documents electronically to:
PST.TPH@doh.nj.gov
- Mail the required documents to:
**Robin Murr, Manager 2, Human Resources
Trenton Psychiatric Hospital
Reference Posting #369-18
New Jersey Department of Health
PO Box 7500
West Trenton, NJ 08628-7500**

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.*

- *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.**