



**PO Box 700**

**Trenton, NJ 08625-0700**

**Department of Human Services**

**CHRIS CHRISTIE** **JENNIFER VELEZ**

***Governor Commissioner***

**KIM GUADAGNO**

***Lt. Governor***

**OPEN TO: Permanent State employees as a promotional or lateral opportunity, *pending the recession of applicable promotional and hiring restrictions.***

**STATE-WIDE DISTRIBUTION**

**JOB OPPORTUNITY #045-15**

**DATE: March 2, 2015**

**TITLE**: Supervising Accountant

**SALARY**: $67,714.29 - $96,415.56

**LOCATION**: Division of Mental Health and Addiction Services

Office of Fiscal Management Operations

222 South Warren Street, P.O. Box 700

Trenton, NJ 08625-0700

**POSITION INFORMATION**

**DEFINITION**: Under the direction of a principal administrative officer in a state department or agency, has charge of one of the major areas of the accounting program; does other related duties.

**EDUCATION**: Graduation from an accredited college or university with a Bachelor's degree, including or supplemented by twenty-one (21) semester hour credits in professional accounting subjects.

Possession of a valid certificate as a Certified Public Accountant issued by the New Jersey State Board of Public Accountants may be substituted for the Bachelor's degree and accounting credits.

**EXPERIENCE**: Four (4) years of professional auditing and/or accounting experience, one (1) year of which shall have involved supervisory responsibility and one (1) year of which shall have involved computer- processed accounting systems.

**NOTE:** Applicants may substitute a Master's degree in accounting for one (1) of the three (3) years of general professional experience indicated.

**NOTE:** Applicants who do not possess the Bachelor's degree but who do possess the twenty-one (21) semester hour credits in accounting may substitute the remaining experience for education as indicated above on a year for year basis.

**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 essential duties of the position.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LISTS ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

**RESUME SUBMITTAL**

Interested candidates possessing the requirements listed, should forward resumes with the job opportunity # as indicated below:

**SUBMIT TO**: Division of Mental Health and Addiction Services

Office of Human Resources

P.O. Box 700

Trenton, NJ 08625-0700

Attn: Teresa Lockette, Manager

**EMAIL**: [mhsresume@dhs.state.nj.us](mailto:mhsresume@dhs.state.nj.us). Please indicate job opportunity number in the subject line.

**RESPOND BY**: March 16, 2015.

**DHS-CO REVIEW**: DMH, 3/2/15

***IMPORTANT NOTICES***

***(1) RESIDENCY*** *-* ***Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are “grandfathered.” New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption.  Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.***

***(2) DRUG SCREENING*** *- I****f you are a candidate for a position that involves direct client care in one of the Department of Human Services’ hospitals or developmental centers, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your 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. You will be advised if the position for which you’re being considered requires drug testing and how to proceed with the testing.***