



**Accounts Receivable Specialist
Data and Fiscal Unit
Medicaid Fraud Division
New Jersey Office of the State Comptroller**

Unclassified Administrative Analyst 3

Salary Range: P26 - \$80,755.57-\$118,678.17

Eligible for remote work 2 days per week

Opening Date: February 4, 2026| Closing Date: February 27, 2026

Posting # 05-26

About OSC:

The Office of the State Comptroller (OSC) is an independent state agency created to bring greater efficiency and transparency to all levels of New Jersey government. Our mission is to make the government in New Jersey more efficient, transparent, and accountable. Our office audits and investigates, municipalities, school districts, counties, state colleges and universities, independent state authorities, and state agencies. We also oversee government expenditures, review public contracts, evaluate local and state programs, and oversee the integrity of New Jersey's Medicaid program. We detect and uncover fraud, waste, and abuse and share our findings through public reports.

About the Division:

The Medicaid Fraud Division (MFD) oversees New Jersey's Medicaid program. The Division works to improve the efficiency and integrity of Medicaid in New Jersey and returns millions of dollars to taxpayers each month. MFD audits and investigates healthcare providers, recipients, and managed care organizations (MCOs) that coordinate the provision of an individual's health care needs. We evaluate the care provided to Medicaid recipients and work to prevent and detect fraud, waste, and abuse in the program. In addition, we pursue civil and administrative enforcement actions and disqualify providers from participating in the Medicaid program when necessary.

About the Role:

We are seeking a detail-oriented and experienced Accounts Receivable Specialist to assist in the Division's financial recovery efforts. This role is critical in ensuring the accurate tracking, reconciliation, and reporting of funds recovered through MFD's investigations and audits. The ideal candidate will work closely with the Division's various units, the State Medicaid agency, and other stakeholders to monitor incoming payments, manage delinquent accounts, and implement financial controls such as withholds and payment suspensions.

Responsibilities:

- Track MFD's accounts receivables including tracking payments, reconciling accounts, and ensuring timely collections.
- Collaborate with the State Medicaid agency to monitor, resolve, and report on financial recoveries, delinquent accounts, and payment discrepancies.
- Initiate and manage withholds, suspensions, and repayment plans in accordance with state and federal guidelines.
- Analyze complex reimbursement issues and recommend solutions to ensure accurate and timely resolution.
- Maintain accurate records of all financial transactions and recovery efforts.

- Participate in internal audits and assist with the preparation of financial documentation for legal proceedings or investigations.
- Participate in meetings and special projects as assigned.
- Stay informed of relevant federal and state laws, regulations, and accounting standards.

Requirements:

- Applicants must meet one of the following or a combination of both experience and education:
 - Seven (7) years of professional experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency.
- OR**
- Possession of a bachelor's degree from an accredited college or university.
 - Three (3) years of the above-mentioned professional experience.
- OR**
- Possession of a master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting.
 - Two (2) years of the above-mentioned professional experience.

The ideal candidate will have the following skills and experience:

- Excellent verbal and written communication skills.
- Knowledge of the Medicaid program.
- Experience working with government agencies or in a regulatory environment.
- Experience with financial reporting tools or case management systems.

Interested candidates should submit a cover letter, resume, and three references to:

Office of the State Comptroller
 P.O. Box 024 Trenton, NJ 08625
 Email: careers@osc.nj.gov

NOTE: In accordance with N.J.S.A. 52:15C-5, OSC employees and personnel shall be deemed confidential employees and shall serve in the unclassified service of the Civil Service.

Residency Requirements - Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The Office of the State Comptroller is proud to be an equal opportunity employer. We are committed to providing a work environment that supports, inspires, and respects all individuals and in which personnel processes are based on merit, performance, and business needs. We do not discriminate on the basis of race, religion, color, national or ethnic origin, gender, sexual orientation, gender identity, gender expression, familial status, citizenship, age, or status as an individual with a disability. We believe that diversity and inclusion among our staff is critical to our success. We seek to recruit, develop and retain the most talented people from a diverse candidate pool and encourage applicants from all backgrounds and experiences to apply.

SAME Applicants: If you are applying under the "NJ SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume. For more information on the SAME Program visit their website at <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.