



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Carole Johnson
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

| | | | | | |
|---|---|-------------------|---------------------------|---------------------|------------|
| JOB POSTING NUMBER | 103-19 | ISSUE DATE | 4/18/19 | CLOSING DATE | Continuous |
| TITLE | Accountant 3 | RANGE | P18 | | |
| LOCATION | Vineland Developmental Center 1676 E. Landis Ave. P.O. Box 1513 Vineland, NJ 08362-1513 | SALARY | \$46,873.41 - \$66,104.43 | | |
| | | OPEN To | Public | | |
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| DEFINITION | Under a supervisory official in a state department, institution, or agency, does independent accounting work of some importance and difficulty; does related work as required. | | | | |
| REQUIREMENTS | | | | | |
| EDUCATION | <p>Graduation from an accredited college with a Bachelor's degree, including or supplemented by twenty-one (21) semester hour credits in professional accounting courses (which may include courses in municipal and government accounting).</p> <p>NOTE: Possession of a valid Certificate as a Certified Public Accountant or Registration as a Public Accountant issued by the New Jersey State Board of Accountancy may be substituted for the required degree in accounting.</p> | | | | |
| EXPERIENCE | <p>One (1) year of accounting or auditing experience.</p> <p>NOTE: Applicants who have successfully completed the required twenty-one (21) semester hour credits in accounting as specified above may substitute additional experience for the remaining education as indicated above on a year-for-year basis.</p> | | | | |
| NOTE | Shift is 8:30 a.m. – 4:00 p.m. (Adjusted hours may be required) – Days off are Saturday/Sunday | | | | |
| NOTE FOR FOREIGN DEGREES | Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination. | | | | |
| 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 NOTICE | | | | | |
| 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. | | | | |
| NOTE | Applicable special re-employment list established as a result of a layoff will be used before any promotions are made. | | | | |
| DRUG SCREENING | If 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. | | | | |
| FILING INSTRUCTIONS | | | | | |
| Forward a cover letter and resume electronically to: VDCHR@dhs.state.nj.us | | | | | |
| You must include the Job Posting # in the subject line of your email. | | | | | |

New Jersey Department of Human Services is an Equal Opportunity Employer