STATEWIDE JOB OPPORTUNITY
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
NEW JERSEY VETERANS MEMORIAL HOME-PARAMUS

OPENING DATE: 17 October 2017  CLOSING DATE: UNTIL FILLED

POSITION: Assistant Business Manager Institutions
R26-50695

SALARY: Step 4 - $73,788.69

Duty Station: NJ Veterans Memorial Home-Paramus
1 Veterans Drive
Paramus, NJ 07652

AREA OF CONSIDERATION: Applications will be accepted from all New Jersey Department of Military and Veterans Affairs employees and outside applicants who meet the requirements listed below. Selection will be made from among the best qualified.

DESCRIPTION OF POSITION:
Assists a Business Manager 2, in the planning, supervision, and coordination of those functions and departments constituting the business management area of one of the state institutions, and substitutes for the Business Manager 2 or 3 when necessary; does other related duties.

EXPERIENCE QUALIFICATIONS REQUIRED:
Four (4) years of professional financial experience in a medical, educational, correctional, or training facility or other business operation where responsibility shall have included the preparation of financial statements and reports, review of financial records, overseeing the development of internal accounting control procedures, and assisting in the development and analysis of an office, unit, agency, or organizational budget, one (1) year of which shall have been in a supervisory capacity.

Brief description of duties and responsibilities:
This is a key position responsible for the State allocated budgeted funds provided to run the facility including all expenses, payroll, and capital costs and managing the property of the facility. As the allocated State budget does not fulfill all required funding to run this 365, 24/7 health care facility, the position manages staff as it relates to the funding from Federal programs incoming revenue (Medicare A/B and physicians billing), VA subsidy and other related funds incoming from Residents Room and Board. The position is responsible for all medical supplies and other equipment, repairs and services required keeping
the facility operational at all times. In addition this position oversees staff responsible for calculating room and board charges for new and existing residents.

**NOTE:** A Master's degree in Business, Public or Hospital Administration, Accounting, Finance, or Economics may be substituted for one (1) year of the non-supervisory experience.

**EDUCATION:**
Graduation from an accredited university or college with a Bachelor's degree in Business, Public or Hospital Administration, Accounting, Finance, or Economics.

**NOTE:** A valid certificate as a Certified Public Accountant (CPA) issued by the New Jersey State Board of Accountancy may be substituted for the Bachelor's degree 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 essential duties of the position.

**SPECIAL NOTE:** Newly hired employees must agree to a thorough background check that will include fingerprinting. All data received will be kept in strict confidence except to inform the individual of the findings and what action will be taken as a result of this information. Additionally, in accordance with the Department of Military and Veterans Affairs Departmental Directive #20.1 Drug Testing Policy for employees, if you are called for an interview and you are chosen to continue with the pre-employment processing you must consent to undergo drug testing for controlled and dangerous substances.

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Judiciary on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. New Jersey state employees hired prior to September 1, 2011 who transfer from within the Judiciary or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the Act.

**EQUAL EMPLOYMENT OPPORTUNITY:** Selection will be made without consideration of race, religion, sex, marital status, national origin, age, lawful political or other affiliations, membership or non-membership in an employee organization, physical handicap which does not prevent normal performance of duties, or other non-merit factors.

A Telecommunications Device for the Deaf (TTD) has been installed at HQS NJDMAVA. The telephone number for the hearing impaired and Veterans’ information is 1-800-624-0508.

**HOW TO APPLY:** If interested, please send/email a resume with attached cover letter to Christina Leach, Human Resources, Christina.Leach@dmava.nj.gov, New Jersey Veterans Memorial Home, 1 Veterans Drive, Paramus, NJ 07652.
“Serving Those Who Served”