



# State of New Jersey

## Department of Human Services

**Philip Murphy**  
Governor  
**Sheila Y. Oliver**  
Lt. Governor  
**Sarah Adelman**  
Acting Commissioner

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

<b>JOB POSTING NUMBER</b>	509-21	<b>ISSUE DATE</b>	4/1/2021	<b>CLOSING DATE</b>	4/15/2021
<b>TITLE</b>	Accountant 1	<b>RANGE</b>	R24		
<b>LOCATION</b>	Division of Medical Assistance and Health Services Office of the Chief Financial Officer Collections Unit 7 Quakerbridge Plaza Hamilton, NJ 08619	<b>SALARY</b>	\$62,645.01 - \$88,933.02		
		<b>OPEN TO</b>	Current State employees		
<b>DEFINITION</b>	<p>Under the direction of a supervisory officer in a state department institution, or agency supervises the work of an accounting unit, or personally is responsible for a complex accounting program; does related work as required.</p> <p>This position will be located within the Division of Medical Assistance and Health Service's Collections Unit, which is responsible for managing and accounting for all monies received at the lockbox or in-house and the accurate posting of such monies. The Accountant 1 will be responsible for supervising the operations of the unit, including managing the Memorandums of Agreement, Internal Controls and compliance with Generally Accepted Accounting Principles (GAAP). The preferred candidate will have strong supervision, accounting, and written communication skills. Knowledge of the New Jersey Comprehensive Financial System and Business Objects is also desirable.</p> <p>NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.</p>				
<b>REQUIREMENTS</b>					
<b>EDUCATION</b>	<p>Graduation from an accredited college with a Bachelor's degree, including or supplemented by twenty-one (21) semester credit hours in professional accounting courses (which may include courses in municipal and government accounting).</p> <p>Applicants <i>MUST</i> send a copy of their transcripts to be considered for this position.</p>				
<b>EXPERIENCE</b>	Three (3) years of professional accounting or auditing experience.				
<b>NOTE</b>	<p>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> <p>Applicants who have successfully completed the required 21 semester credit hours in accounting as specified above may substitute additional experience for the remaining education as indicated on a year for year basis.</p>				
<b>NOTE FOR FOREIGN DEGREES</b>	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.				
<b>LICENSE</b>	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.				
<b>IMPORTANT NOTICE</b>					
<b>RESIDENCY</b>	<p>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.</p>				
<b>NOTE</b>	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.				
<b>DRUG SCREENING</b>	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.				
<b>FILING INSTRUCTIONS</b>					
Forward a cover letter and resume electronically to: <a href="mailto:MAHS.HR-Resumes@dhs.nj.gov">MAHS.HR-Resumes@dhs.nj.gov</a>					
You must include the Job Posting # in the subject line of your email.					

New Jersey Department of Human Services is an Equal Opportunity Employer