



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:

JOB POSTING NUMBER	510-21	ISSUE DATE	4/1/2021	CLOSING DATE	4/15/2021
TITLE	Auditor Accountant Trainee (multiple positions)	RANGE	P95		
LOCATION	Division of Medical Assistance and Health Services Office of the Chief Financial Officer Drug Rebate Unit 7 Quakerbridge Plaza Hamilton, NJ 08619	SALARY	\$43,753.77 - \$45,731.91		
		OPEN TO	Public		
DEFINITION	<p>As a trainee and productive worker, does the work involved in making field and office audits, evaluating program objectives and effectiveness, appraising the utilization of fiscal resources, and/or in keeping financial records and reports in a state department, institution, or agency; does related work.</p> <p>NOTE: Appointees who successfully complete the twelve (12) month training period will be eligible for advancement to the following title, under Civil Service Commission procedures: Accountant 3.</p> <p>These positions will be located within the Division of Medical Assistance and Health Services' Drug Rebate unit, which is responsible for managing all facets of the Federal and State Drug Rebate programs. The Auditor Accountant Trainees will be responsible for preparing accounting and budget spreadsheets and actively participating in dispute resolution activities with pharmaceutical manufacturers. Strong analytical, accounting, medical claims and written communication skills are preferred."</p>				
REQUIREMENTS					
EDUCATION	<p>Graduation from an accredited college or university with a Bachelor's degree, including or supplemented by twenty one (21) semester hour credit in professional accounting courses which may include courses in municipal or government accounting.</p> <p>Applicants <i>MUST</i> send a copy of their transcripts to be considered for this position.</p>				
EXPERIENCE					
NOTE	<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>				
NOTE FOR FOREIGN DEGREES	<p>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.</p>				
LICENSE	<p>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.</p>				
IMPORTANT NOTICE					
RESIDENCY	<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>				
NOTE	<p>Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.</p>				
DRUG SCREENING	<p>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.</p>				
FILING INSTRUCTIONS					
<p>Forward a cover letter and resume electronically to: MAHS.HR-Resumes@dhs.nj.gov</p> <p>You must include the Job Posting # in the subject line of your email.</p>					

New Jersey Department of Human Services is an Equal Opportunity Employer