



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	80-19	ISSUE DATE	3/25/2019	CLOSING DATE	4/8/2019
TITLE	Assistant Business Manager Institutions	RANGE	R26		
LOCATION	Vineland Developmental Center 1676 E. Landis Ave. P.O. Box 1513 Vineland, NJ 08362-1513	SALARY	\$67,290.04 - \$ 95,729.23		
		OPEN To	Current State employees		
DEFINITION	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.				
REQUIREMENTS					
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.				
EXPERIENCE	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. 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.				
NOTE	Shift is 9 a.m. – 4:30 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