



Menlo Park Vacancy Announcement #M-11-2024

OPENING DATE: February 15, 2024 **CLOSING DATE:** March 2, 2024

TITLE: Assistant Business Manager Institutions Title Code: 50695 (Competitive)

LOCATION: Menlo Park Veterans Memorial Home- 132 Evergreen Road, Edison, NJ 08818

SALARY: R26 (\$75,386.19 - \$107,247.18) **WORK WEEK:** NL

SHIFT: 9:00 AM – 4:30 PM RDO- Saturday & Sunday

SCOPE OF ELIGIBILITY: Applications will be accepted from all who meet the requirements listed below. Selection will be made from among the best qualified.

SPECIAL NOTE:

- This position will be a provisional appointment pending open competitive or promotional examination through NJCSC.
- Current State Employees who would like to transfer in the same title must follow application process stated below.
- NJ State Law (N.J.S.A. 26:2h-18.79) requires all health care facility employees to have the influenza vaccination annually.
- Applicants must meet the job specification on file at the Civil Service Commission. To view the Civil Service Commission's Job Specification, please visit: <https://info.csc.state.nj.us/TitleList/StateList.aspx>

DESCRIPTION OF POSITION: Assists the Business Manager in the planning, supervision, and coordination of those functions and departments constituting the business management area of the Nursing Home and substitutes for the Business Manager when necessary.

EXAMPLES OF DUTIES: This position oversees Resident Accounts Billing and Medicare Billing. Provides financial analytical assistance. Prepare, examine, record, reconcile and analyze accounting transactions and records, financial statements, support projects and other reports to assess accuracy, completeness, and conformance to financial functions and procedural standards. Perform month-end closeout activities, bank transactions and interactions. Establish tables of accounts and assign entries to proper accounts. Works with a heightened attention to detail. Conceptual ability to assess operational workflow priorities to meet deadlines, multi-task, and serve in a supervisory capacity. Proficiency in Microsoft Excel, Word, Outlook, and recordkeeping systems. Revising and creating procedures as necessary. Exceptional communicator who is able to resolve complex and sensitive issues.

PREFERRED SKILL SETS: Knowledge of NJCFS software to track revenue; manage and control expenditures; and maintain on-line ledgers of financial activities. Knowledge of preparing purchase order documents for approval and payments via MACSE software. Knowledge of performing updates, maintenance, recording and reconciliation in NTT, Quick Books, and Excel. Knowledge of Medicare Part A, Part B and secondary insurance and private co-pay billing/balances. Knowledge of NJ Regulations 5A and GAAP.

BASIC QUALIFICATIONS REQUIRED:

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.

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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.

LICENSE:

- ❖ Appointees will be required to possess a driver's license valid in NJ only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

RESIDENCY LAW: Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

PREEMPLOYMENT NOTE: Newly hired employees and transfers 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 along with a physical.

HOW TO APPLY:

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS by CLOSING DATE TO:

Mail: ATTN: Menlo Park HR Recruitment-132 Evergreen Road, PO Box 3013, Edison, NJ 08818-3013
E-Mail: MenloParkRecruitment@dmava.nj.gov
Fax Number: (732) 452-4268

Forms may be obtained from our website at:

<https://www.nj.gov/military/personnel/forms/employment-application.pdf>

the Human Resources Division or you may request an application from the e-mail provided

New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

"Serving Those Who Served"

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