



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
NEW JERSEY VETERANS MEMORIAL HOME AT MENLO PARK
POST OFFICE BOX 3013, 132 EVERGREEN ROAD
EDISON, NEW JERSEY 08818-3013

PHILIP D. MURPHY
Governor
Commander-in-Chief

SHEILA OLIVER
Lieutenant Governor

☆
JEMAL J. BEALE
Brigadier General
The Adjutant General

STATE WIDE
JOB OPPORTUNITY #01-2019

1/9/2019

TITLE: ASSISTANT BUSINESS MANAGER INSTITUTIONS

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

SALARY: R26 \$67,290.04 - \$95,729.23

TITLE CODE: 50695

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.

“Serving Those Who Serve”

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 Executive Branch 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 Executive Branch 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.

NOTE: Interviews will be afforded based on the cover letter and resume submitted.

SCOPE OF ELIGIBILITY: Open to employees who are permanent in a competitive title with underling permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

SUBMIT LETTER OF INTEREST AND A RESUME TO:

N.J. Veterans Memorial Home at Menlo Park
Dawn Graeme Manager, Human Resources
PO Box 3013
Edison, New Jersey 08818-3013

Fax: 732-452-4268

Email: Dawn.Graeme@dmava.nj.gov

No Later than: 1/24/2019, include the Job Posting # in your letter.