

## Healthcare Financial Management Association – New Jersey Chapter

### **Guidelines for placing a Job Bank advertisement in the Garden State FOCUS magazine and HFMA-NJ Web site**

The magazine of the HFMA’s New Jersey Chapter – the Garden State FOCUS – is published six times per year (February, April, June, August, October and December).

A Job Bank listing cost \$100.00 per position for a one-time placement in the Garden State FOCUS and a two-month posting on HFMA-NJ’s Web site ([www.hfmanj.org](http://www.hfmanj.org)).

#### **The ad must contain the following information:**

1. Hospital/organization name.
2. Position (e.g., financial analyst, controller).
3. Department or position to whom position will report (e.g., Chief Financial Officer).
4. Brief job description.
5. Educational/professional experience required (e.g., Bachelors Degree with a minimum three years experience in hospital finance or accounting).
6. Contact person at hospital/organization with name, address, telephone, fax and e-mail.

#### **SPECIAL NOTE: TO ENSURE CONSISTENT PRESENTATION OF ADS, NO ORGANIZATIONAL LOGOS ARE PERMITTED.**

Deadline for ad placement is typically three weeks prior to the first day of the month for that issue. Ads will be run on the HFMA-NJ Web site for a two-month period. For example:

<b>FOCUS Issue</b>	<b>Ad Submission Deadline</b>	<b>Web Site Expiration Date</b>
February/March	January 10	April 7
April/May	March 10	June 7
June/July	May 10	August 7
August/September	July 10	October 7
October/November	September 10	December 7
December/January	November 10	February 7

#### **Checks should be made out to “HFMA – NJ Chapter” and mailed to:**

Roger D. Sarao, CHFP, MPA  
Assistant Vice President, Health Economics  
New Jersey Hospital Association  
760 Alexander Road  
Princeton, NJ 08543  
609-275-4026  
609-452-9339 (Fax)  
[rsarao@njha.com](mailto:rsarao@njha.com) (E-mail)

Microsoft Word format is preferred.

To place an ad, or for more information, please contact Roger Sarao at 609-275-4026.