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RE: City Manager

To Whom It May Concern;

I am submitting my resume, for the position of **City Manager**. As you will find in my resume, I have been the Chief Financial Officer and Director of Support Services for Ancora and Trenton Psychiatric Hospital for the past 8 years. I have provided administrative oversight to the Business Services, Food Service and Maintenance Departments, as well as several other support service areas. I am extremely outgoing and very task oriented. I enjoy taking a team approach, while working with all levels of personnel to ultimately reach the final objective.

I can be reached after 6:00pm at 856-404-9828 or before 6:00pm at 609-292-1339.

Thank you for your time and consideration in this matter.

Joseph A. Canale Jr.

Attachment

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Chief Financial Officer/Director of General and Support Services

Trenton Psychiatric Hospital 04/08 to Present & Ancora Psychiatric Hospital 11/04 to 09/08

At Ancora as well as Trenton Psychiatric Hospitals, I provided oversight to all office operations for the Business Services Department. I also ensured the adequacy and effectiveness of operating systems of the Business Services Department at Ancora & Trenton Psychiatric Hospitals. Ancora employed over 1,600 employees with a salary budget 80 million, and non-salary budget of 13 million, totaling 93 million dollars. Trenton employs 1,400 employees with a salary budget 63 million, and non-salary budget of 10.2 million, totaling 73.2 million dollars. As an Administrative Supervisor at Ancora, I assumed administrative leadership to a state facility with a population of 760 psychiatric patients and 1,600 employees, 347 of which I supervised. Currently at Trenton Psychiatric Hospital I assume administrative leadership to a state facility with a population of 452 psychiatric patients and 1,400 employees, 187 of which I supervise at Trenton Psychiatric Hospital. As a member of the CEO Staff of both facilities; I functioned as a Senior Leader of the hospital. I provide administrative leadership to all work units of the Business Office, Mail Room, Food Service, Print Shop, Patients Accounts and of Maintenance Department comprised of; Motor Pool, Grounds, Electric Shop, Laundry, Machine Shop, Paint Shop, Sheet Metal, Carpentry and Water Treatment Plant, as well as Information Technology at Trenton Psychiatric Hospital. As the Director of Support Services for Maintenance, under the general supervision of the CEO, I supervise and/or perform special duties and assignments as requested by the CEO such as surveys, studies, and research activities. For the respective departments I plan and organize the work of the organizational unit and assign, supervise, and evaluate the work, along with interpreting applicable laws, policies, rules, and regulations for subordinates. I function as a Hearing Officer, as assigned by Employee Relations, making decision on disciplinary actions for subordinates. I also, prepare Performance Reviews (PES's) for subordinates in the above-mentioned departments. I lead in administrative planning, and in the development of the organizational structure and methods of operation necessary for the performance and standards for the hospital. I maintain records, reports, and files. I also, assist in the installation of work systems, organizational changes, and administrative improvements. I prepare and review monthly financial reports, bank reconciliation's, account analysis, patient payrolls, and related reports in a timely and accurate manner. I also prepare, technical reports containing findings, conclusions, and recommendations, and assists in the implementation of financial programs and policies. I assist in the preparation and monitoring of the annual hospital budget and spending plans. I make recommendations for funding changes where appropriate within budgetary constraints. I supervise the review of accounting systems and financial reporting procedures to meet the requirements of the NJCFS (New Jersey Comprehensive Financial System) for the above-mentioned departments. I also, make recommendations to modify or revise appropriation accounting system practices to meet the need for financial information for budget planning for management purposes. I lead in the investigation and development of solutions to problem areas, and

conduct management audits. I serve as liaison for various State/Federal audits, answering questions pertaining to audit issues and help to prepare responses to audit report findings. Along with completing surveys, reviews of hospital operations, special account analyses, Internal Control Reviews, etc. as directed by the CEO in a timely, accurate manner.

I am also trained as a Hearing Officer and provide coverage as needed.

**Analyst II, Health Care Facility
Business Office, Trenton Psychiatric Hospital 4/04 to 11/04**

Under the direction of the Business Manager, Health Care Facility in the Department of Human Services, I was responsible for performing reviews of the mental health care facility budgets and programs, and evaluate suitability to current costs, and operations; and did other related duties as required by the Business Manager, Health Care Facility. In the absent of the Business Manager I assumed the responsibility to provide administrative leadership to all work units of the Business Office, Food Services, and of Maintenance comprised of; Motor Pool, Grounds, Electric Shop, Machine Shop, and Paint Shop. I reviewed documentation to determine compliance with rules, regulations, policies, and procedures of state/federal legislation and is knowledgeable of government budget practices, procedures, and analysis. Reviewed personnel actions for accuracy, determine compliance with rules, regulations, policies, and procedures of state/federal legislation to coincide with payroll transactions. I assisted in determining whether the mental health care facilities' budgets/programs were essential to quality mental health care services. Evaluated budget and made recommendations in all respects. Developed solutions to problem areas, identified and work toward elimination of unnecessary wasteful practice, and helped to determine where program and/or administrative duplication may exist. When required, prepared statistical and financial reports pertaining to budgets, budget control, and fiscal procedures and operations of a Health Care Facility. Implemented accounting methods and procedures and recommend changes to improve the economy of operation and increased accuracy, and improved reporting. I prepared extensive financial statements and related reports based upon accounting data and reports submitted by subordinate accounting staff. I supervised the work of clerical workers who posted journals and subsidiary accounts and verified for accuracy. I was responsible for posting entries in the general ledger and subsidiary accounts. I assisted department personnel on accounting procedures. I developed improvements in accounting methods and recommend their adoption. I evaluated employee performance and conduct, enabling the effective recommendation of the hiring, firing, promoting, and disciplining of subordinates. I am proficient in various types of electronic and/or manual recording and information systems used by the agency, office, or related units. I am also proficient in the use of Excel, Access, Microsoft Word, NJCFS, PMIS and other related computer programs used by the agency, office, or related units. I maintained essential accounting and related records and files in the computer programs as used by the agency, office or related units.

**Accountant I
Business Office, Trenton Psychiatric Hospital 7/02 to 4/04**

In the absent of the Business Manager I assumed the responsibility to provide administrative leadership to all work units of the Business Office, Food Services, and of Maintenance comprised of; Motor Pool, Grounds, Electric Shop, Machine Shop, and Paint Shop. Implemented, instructed, and supervised the operation of state government accounting department. I supervised the implementation in installing and operating the records of receipts and disbursements kept by a State agency (Trenton Psychiatric Hospital). I trained subordinate personnel, in proper accounting procedures, methods and systems. I determined whether department activities/programs were essential to good government and economically/efficiently carried out. Planed, conducted, and developed analytical studies of existing operations/routines to determine feasibility for data processing, and made recommendations to the department/agency interfacing

with the information technical department, director. I prepared and provided policy guidance/assistance to operating personnel in the preparation of schedules and outlining essential steps to installation and/or conversion to data processing systems. Reviewed personnel actions for accuracy, determine compliance with rules, regulations, policies, and procedures of state/federal legislation to coincide with payroll transactions. Interpreted technical accounting and financial data, along with overseeing the assignment of technical accounting work to subordinates. I oversaw, that such assignments were carried out in accordance with proper performance, accounting, and legal standards. I advised and assisted, subordinates, with difficult and problem tasks; monitoring that they did their work in accordance with State agencies and hospital standards. I evaluated employee performance and conduct, enabling the effective recommendation of the hiring, firing, promoting, and disciplining of subordinates. Implemented accounting methods and procedures and recommended changes to improve the economy of operation and increased accuracy, and improved reporting. I prepared extensive financial statements and related reports based upon accounting data and reports submitted by subordinate accounting staff. Reviewed and edited accounting reports made by subordinate and checked those for accuracy, propriety, and compliance with the law. I helped in the preparation of manuals and other instructional documentation for the use of subordinate accounting personnel and made such revisions therein as required. I am proficient in various types of electronic and/or manual recording and information systems used by the agency, office, or related units. I am also proficient in the use of Excel, Access, Microsoft Word, NJCFS, PMIS and other related computer programs used by the agency, office, or related units. I maintained essential accounting and related records and files in the computer programs as used by the agency, office or related units.

Accountant III

Business Office Trenton Psychiatric Hospital 3/01 to 7/02

In the absent of the Business Manager I assumed the responsibility to provide administrative leadership to all work units of the Business Office, Food Services, and of Maintenance comprised of; Motor Pool, Grounds, Electric Shop, Machine Shop, and Paint Shop. I maintained accounting and related records and files. I closed the accounts at the end of the year, and prepared schedule and report statements. I was required to oversee the work of clerical employees engaged in accounting activities in the state agencies. I prepared budget request for the particular department or unit, and prepared current statements of the allocations and disbursements of budgeted funds. I also, prepared financial reports and reviewed other accounting reports. I verified different expenditure journals and their proof with the control accounts. I supervised the work of clerical workers who posted journals and subsidiary accounts and verified for accuracy. I was responsible for posting entries in the general ledger and subsidiary accounts. I assisted department personnel on accounting procedures. Reviewed personnel actions for accuracy, determine compliance with rules, regulations, policies, and procedures of state/federal legislation to coincide with payroll transactions. I developed improvements in accounting methods and recommend their adoption. I am proficient in various types of electronic and/or manual recording and information systems used by the agency, office, or related units. I am also proficient in the use of Excel, Access, Word and other related computer programs used by the agency, office, or related units. I maintained essential accounting and related records and files in the computer programs as used by the agency, office or related units.

Accounting Assistant

Business Office Ancora Psychiatric Hospital 1/00 to 3/01

At Ancora Psychiatric Hospital, I assumed office operations during the absence of Assistant Business Manager or as needed. I also assisted the Supervisor of Patient Accounts in the absent of staff or when needed, in the office of Patient Trust Fund. I have assisted the Supervisor of Patient Account in the process of State Maintenance, Interest Posting and other special projects that may arise. I assisted the Administrative Analyst in the preparation of special analysis effecting Accounts Payable, Cashier and Payroll Offices. I prepared monthly inventory reports for the Anchorage Commissary and Vending Cart.

Gathered data and input data into the Personal Computer spreadsheet program (Excel) for Interim Assistance, Vocational Rehabilitation and Petty Cash Accounts to assure proper reimbursements to the State. I was responsible for monitoring and authorizing all Petty Cash and Welfare Petty Cash transitions. I prepared Bank reconciliation for non-appropriated fund accounts. Reviewed bank statements and computer format, and I made Accounts Receivable determination for Work Actives Center Customers. This position is responsible for posting and distributing the patient and employee's payroll, which involves reviewing and verifying time sheets. Coordinating and maintaining records of the purchase through petty cash for the entire Institution. Reviewing and approving the payment of supplies ordered and received by the Hospital. I prepared monthly billing, records payments and prepare any necessary correspondence related to these receivables. Maintained Personal Computer based ledger for assigned non-appropriated accounts. I prepared and process UA and CR transactions for Revenue as well as special and confidential funds.

Senior Payroll Clerk

Business Office Ancora Psychiatric Hospital 7/97 to 1/00

At Ancora Psychiatric Hospital, I was responsible for Corresponds with employees, vendors, and hospital managers in order to resolve problems. I processed New Jersey State Invoices, UA & CR Transactions of certain assigned appropriation and Revenue Accounts. Accurately entered accounting documents into the MACSE & NJCFS Accounting System Computer Terminal and I Collected Receipts from Vending Cart Operations at least twice weekly and act as Hospital Cashier in their absence. Participated in the preparation of monthly inventory for Anchorage Commissary and Vending Cart, reviews cost and prepared Inventory Reports. Did monthly bank reconciliation's in accordance with proper accounting principles and procedures also, kept records for Petty Cash and Special Funds Accounts. Approved and reported Petty Cash transactions for the Welfare Account. In Absence of the Assistant Business Manager assumed certain responsibilities as determined by the Business Manager. I assisted the Administrative Analyst in the preparation of special analysis affecting Accounts Payable, Cashier and Payroll Offices. During absences of fellow timekeepers(s), was required to assist in the posting of daily/bi-weekly time sheets of employees. I reviewed daily/bi-weekly time sheets for computational accuracy and application of authorized time keeping policies and procedures. Posted the hours worked and/or approved leave time used to the Payroll Record Document for each individual employee as assigned.

Senior Clerk Bookkeeper

Business Office Ancora Psychiatric Hospital 10/96 to 7/97

At Ancora Psychiatric Hospital, this position is responsible for posting and distributing the patient's payroll. The job involves reviewing and verifying time sheets. Coordinating and maintaining records of the purchases through petty cash for the Rehabilitation Department. Reviewing and approving the payment of supplies ordered and received by the Hospital. Assumed total administrative responsibility of back-up coverage to the Assistant Business Manager during his absence or as needed. Where appropriate monitored the Interim Assistance and Trial Placement Programs to insure, proper reimbursements to the State are made. Maintained accurate and complete records to determine Moines spent on the programs and reimbursements collected and assist in reconciliation of it. Processed and Audits State Vending Vouchers to assure accuracy and compliance with state purchasing regulations. I kept records regarding State payments from patients and other revenues received by the facility. I was responsible for taking inventory for vending cart operations, and maintaining accurate inventory control records.

Therapy Program Assistant

Rehabilitation Ancora Psychiatric Hospital 7/89 to 10/96

At Ancora Psychiatric Hospital, I supervised the recreational staff in implementing designated activities in

the recreational therapy program for individual patients or groups of patients in the non-acute care and the acute care units. I took attendance of patients daily and did reports bi-weekly accordingly for end of month statistic. I was responsible for supervising the planning, organizing, and implementation of wholesome recreational activities to effect improvement in the physical, mental and social well being of the participants. Took charge of designated patients in applied sports and hobbies, including softball; volleyball; kickball; basketball; flag football; kite flying; shooting pool; wood-working, rug making and other types of hand work and in the operation of the equipment commonly used by such sports. I organized, did scheduling to other state hospital facilities and supervised the patient traveling softball team. I evaluated the participant's of the Special Olympics in recreational needs and limitations and capabilities in order to modify the individual's program of activities in participating in the Special Olympics. I wrote, directed and supervised the participating patients in the holiday shows, for the patient benefits. I took the lead over the acute care patients with the instruction and assistance to daily activities I engaged patients in pottery making and plastic work. Took measures prescribed to insure the safety, welfare, and custody of patients during classes and saw that the recreational therapy areas were maintained in a clean, orderly, and safe condition. Prepared requisitions for needed equipment, materials, and supplies and saw that these are properly recorded and distributed. Prepared factual reports of patients' attendance, work output, time spent, and materials used. I maintained the essential records and files.

My responsibilities were also the supervision of the lifeguards hired for the summer, also to provide lifeguard assistance when needed. To give instructions to designated employees on the maintenance and minor repairs to the equipment.

Therapy Aid

Rehabilitation Ancora Psychiatric Hospital 10/88 to 7/89

Under the immediate supervision of the Occupational Therapist or other Supervisor, I prepared work for individual patients or group of patients. I gave instructions to designated patients in applied occupational therapy programs.

EXPERIENCE ACQUIRED FROM OUTSIDE THE HEALTHCARE INDUSTRY:

P. J.'s Comics Cards and Collectibles, 12th Street Hammonton, NJ 08037

I held the title of Accountant at P.J.'s Comics Card and Collectibles for eight years. I held that position from November 1992 through November 2000. I worked a total of 32 hours per week. I was responsible for maintaining the records, reports, and files. I kept the double entry records (Credit/Debit Journal) for this business; also I made bank deposits and balancing Ledgers. Along with maintaining this ledger on hard copy, the same entries were entered onto the personal computer. Evaluates budget requests and makes recommendations. I assisted the owner in the development of the organizational structure and methods of operations necessary for the performance of the overall business. I supervised two sales managers, which included, training, making work schedules assuring coverage, hiring and firing, investigates and develops solutions to problem areas? Those responsibilities also include maintaining adequate stock for the business. I reviewed pricing of different distributors and product quality. Maintain all files, invoices, sales receipts, bank statements, employee records, purchasing orders and on a quarterly basis makes NJ Sales Tax payments.

Education: Bachelors Degree in Accounting/Business Administration

National Incident Management Systems Training, IS-100.b, 100.HCb, 200.b, 700.a

References will be provided upon request.

