



STATE OF NEW JERSEY
**OFFICE OF THE
SECRETARY OF HIGHER
EDUCATION**
1 JOHN FITCH PLAZA
P.O. BOX 542
TRENTON, NJ 08625-0542



NOTICE OF JOB VACANCY

Reference #:	OSHE-2023-08	Issue Date:	3/12/2024	Closing Date:	3/29/2024
Title:	Auditor, Audit and Advisory	Range/Title Code:		Salary Range:	\$62,388 - \$72,388
Location:	Office of the Secretary of Higher Education, Trenton, NJ		Position #:	TBD	# of Vacancies: 1

NOTE: An application must include a cover letter, resume, three references, the reference number, a daytime phone number, and email address and be received no later than the due date. **You will automatically be disqualified for the position if the requested information is not included.**

About the Office of the Secretary of Higher Education (OSHE)

"Every New Jersey, regardless of life circumstances, should have the opportunity to obtain a high-quality credential that prepares them for life after college." Achieving this student-centered vision for higher education in New Jersey is the overriding mission of the Office of the Secretary of Higher Education (OSHE). The Secretary of Higher Education advises the Governor on higher education initiatives and proposed legislation. OSHE reviews requests for State support from institutions and communicates with higher education leaders, faculty, and students across the state under the direction of the Secretary. OSHE released the [state plan for higher education](#) in March 2019 and coordinates its implementation. OSHE is a fast-paced and entrepreneurial agency that strives to make the state's vision for higher education a reality.

Job Description:

The OSHE Finance, Research, and Accountability division oversees the agency's financial operations, compliance, and fiscal management. The primary role of the Auditor is to conduct audits to determine compliance with regulations and the accuracy and legitimacy of financial transactions and records that are under OSHE's and the State of New Jersey's regulatory jurisdiction. In addition to employing auditing methodologies, the Auditor will prepare reports, statements, comments, and recommendations, identify risks, and execute preventative actions in alignment with OSHE's fiscal monitoring plan. This position requires strong organizational skills, ethical values, and interpretive analysis. The position will report to the Director of Compliance.

Responsibilities Include, but are not limited to:

Key responsibilities of this position will include:

- Performs financial and operational audits, internal control reviews, and program evaluations.
- Prepares reports, statements, comments, and recommendations for submission to superiors concerning accounting methods and procedures investigated or reviewed.
- Advises accounting and other personnel on accounting problems, established accounting procedures, and statutory requirements.
- Plans and organizes audit procedures to ensure efficient completion and maintenance of security and confidentiality.
- Performs fiscal monitoring, investigation, and reviews to determine or evaluate eligibility for federal or state reimbursement, award of contracts, or compliance with federal, state, and local regulations.
- Audits revenues, payroll records, invoices, and other financial support documentation to prepare audit reports of cost and other financial summaries and statements.

- Contribute to implementing innovative improvements and tactical changes to OSHE financial processes and systems.
- Other duties, as assigned by the Secretary of Higher Education, Deputy Secretary, Chief of Staff, and Assistant Secretary.

The ideal candidate must be quick on their feet, a multitasker, and resourceful, able to work independently. The candidate should be flexible and able to engage in both short- and long-term planning in a fast-paced environment.

Qualifications:

- Knowledge of accounting principles, standards, techniques, technology, and their application to specific accounting situations in accordance with statutory or established agency procedures.
- Demonstrated interpersonal and communication skills necessary to establish and maintain effective working relationships with OSHE colleagues and fiscal staff in other agencies and institutions of higher education.
- Knowledge of the methods used in preventing, discovering, and correcting discrepancies in financial records.
- Strong evidence of significant financial, auditing, forensic accounting, and compliance experience.
- Ability to review and synthesize financial statements, conduct financial analyses, interpret data, and identify trends and variances.
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information.
- Proficiency in technology and the use of integrated information systems.
- Strong attention to detail.
- Effective communication and presentation skills.
- Evidence of strong planning and report writing.
- Strong project management and organizational skills.

Requirements:

Open to employees who meet the requirements below:

EDUCATION: Candidate should have a Bachelor's Degree in accounting, forensic accounting, or finance or business administration supplemented by twenty-one (21) semester hour credits in accounting subjects from an accredited university or college.

EXPERIENCE: One (1) year of accounting or auditing experience. Higher education or government experience is a plus. The designation of CPA or CIA or related certifications would be advantageous.

NOTE: Possession of a valid Certificate as a Certified Public Accountant or Registration as a Public Accountant issued by the New Jersey State Board of Accountancy may be substituted for the above education.

RESUME NOTE: Eligibility determinations will be based only upon the information on the resume and other supporting documents. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of the transcripts from a recognized evaluation service at the time of submission. Failure to do so may result in your ineligibility.

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 position's essential duties.

Residency Requirement:

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new employees are required to obtain New Jersey residency within one (1) year of employment.

Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. OSHE does not provide sponsorship or accept student OPT/CPT programs or F1 or H1B work authorization visas.

TO APPLY for this position:

Interested applicants that meet the requirements listed above should send a **cover letter (with the reference number, a daytime phone number, and email address), resume, and three references** to:

humanresources@oshe.nj.gov

or

Office of the Secretary of Higher Education

Attn: Sandra Gilot-West

Chief of Staff

1 John Fitch Plaza, PO Box 542

Trenton, NJ 08625

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The Office of the Secretary of Higher Education is an Equal Opportunity/Affirmative Action Employer committed to the Americans with Disabilities Act. The Office of the Secretary of Higher Education participates in the New Jersey State As A Model Employer of Individuals with Disabilities Program (SAME Program).