



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-2026-012 |        | Title:            | Accountant 3 |               |                           |
| # of Vacancies:                                                    | 1 | Position #:   | 104276 | Range/Title Code: | P18 / 50452  | Salary Range: | \$56,253.35 - \$63,946.40 |
| Service Class:                                                     |   | Unclassified  |        | Issue Date:       | 7/15/2026    | Closing Date: | 7/29/2026                 |
| Location: Office of the Secretary of Higher Education, Trenton, NJ |   |               |        |                   |              |               |                           |

**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 Division of Finance is responsible for the financial operations and compliance and fiscal management for the agency. Reporting to the Director of Finance, the primary role of the Accountant is to assist with the fiscal responsibilities of the Agency. As part of OSHE's finance team, this position performs duties involved with review, analysis, and appraisal of current department administrative procedures, organization and performance, and prepares recommendations for changes and/or revision therein.

**Responsibilities and Qualifications:**

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| <ul style="list-style-type: none"><li>Assist the Director of Finance with all procurement, travel, and other financial activity through established approval procedures and Treasury systems to ensure compliance with all State and Federal requirements.</li><li>Assist in Departmental Annual Budget process, generating reports; assist the director with budget analysis.</li><li>Work with the Director of Finance and assist with financial transaction processing utilizing both the NJCFS and NJ Start state systems.</li><li>Assumes Agency lead for tracking and processing of Inter-Agency (UA) transactions and Agency memberships and subscriptions including payment processing, maintaining log-in information and tracking staff member access</li><li>Provide financial and procedural information as needed.</li><li>Serve as Organization Administrator for the NJSTART system.</li><li>Track federal grant expenses and prepare draw documents.</li><li>Prepare and review contracts for OSHE programs (e.g., GEAR UP, EOF, etc.)</li></ul> | <p>The ideal candidate displays:</p> <ul style="list-style-type: none"><li>Outstanding organizational skills and attention to detail</li><li>Proficient with Microsoft Office Suite (with a focus on Excel) or related software</li><li>Ability to work collaboratively in a team setting with the willingness to take on tasks outside of their core responsibilities</li><li>Outstanding mathematical proficiency</li><li>Basic working knowledge of reconciliation and audit techniques.</li><li>Ability to evaluate existing processes and procedures and recommend value added enhancements</li><li>Ability to gather and analyze data and other information to prepare accurate and informative reports containing findings, conclusions and recommendations including charts and graphs as appropriate</li><li>Knowledge of electoral and government processes of the State of New Jersey after a period of training.</li><li>Potential for future career advancement</li></ul> |
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### Employee Benefits:

The Office of the Secretary of Higher Education provides many employee benefits, including but not limited to:

- Alternative Workweek Program\*
- Deferred Compensation
- Health, Dental and Life Insurance
- Flexible and Health Spending Accounts
- Pension
- Telework\*
- Public Service Loan Forgiveness
- Benefit Leave (Vacation, Sick, Administrative Leave)
- 13 Paid Holidays

\*Pursuant to Department policy, procedures and/or guidelines

### Requirements:

Five (5) years of accounting or auditing experience, including or supplemented by twenty-one (21) semester hours credits in professional accounting courses (which may include courses in municipal government accounting).

**OR**

Possession of a bachelor's degree from an accredited college or university, including or supplemented by twenty-one (21) semester-hour credits in professional accounting courses (which may include courses in municipal and government accounting); and one (1) year of the above-mentioned professional experience.

**OR**

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; and one (1) year of the above-mentioned professional experience.

**RESUME NOTE:** Eligibility determinations will be based only upon the information presented on the resume along with 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 **must complete and return the Employment Application found here:**

<https://www.nj.gov/csc/about/publications/forms/pdf/DPF-663.pdf>

and **send a cover letter (with the reference number, a daytime phone number, and email address), resume, and three references to:**

[hr.oshe@oshe.nj.gov](mailto:hr.oshe@oshe.nj.gov)

or

Office of the Secretary of Higher Education  
Attn: Patricia Lee  
Director of Administrative Services  
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).**

**SAME APPLICANTS:** SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3.