



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-2026-016		Title:	Assistant Director of Finance		
# of Vacancies:	1	Position #:	TBD	Range/Title Code:	&29 / 61035	Salary Range:	\$92,710.53 to \$105,489.43
Service Class:		Unclassified		Issue Date:	7/30/2026	Closing Date:	8/13/2026
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, Research, and Accountability is responsible for the financial operations and compliance and fiscal management for the agency. The Assistant Director of Finance reports to the Director and is tasked with assisting with the daily operational activities of the OSHE Finance division. This is a position where strong fiscal acumen and analysis, an orientation toward creative problem solving, and collaborative and administrative management skills are essential.

Responsibilities and Qualifications:

- Assists with the direction of activities of the Office of the Secretary of Higher Education, Division of Finance, providing fiscal management for the agency, - Assists in the creation of grant budgets and expenditures. Assists in the preparation of budget documents; financial statements; and summaries for agency, including operating and grant accounts and payroll projections. - Collaborates with Director of Finance and other OSHE staff to review federal grant applications, agreements and accounting documents to ensure accurate budget information, conformity with grant conditions and proper utilization of federal and state resources to ensure compliance with federal and state regulations and procedures. - Assists the Director in developing the budget to administer agency programs and allocates budget resources. Plays key role in administration of all the agency's appropriations. - Identifies problems in the administration and coordination of programs and services and suggests corrective action for resolution. Assists in drafting responses to requests for financial information about the agency from external and internal audiences. - Supports preparation and/or supervision of purchases and payments from operating and grant fund accounts. - Keeps current with changes in federal and state statutes and regulations affecting agency operations, programs and services. Supports the development and implementation of policies,	The ideal candidate displays: - Strong evidence of significant financial and accounting experience, knowledge of grant processes including accounting and financial reporting. - Demonstrated ability to handle long-term planning and budgeting - Demonstrated interpersonal and communication skills necessary to establish and maintain effective working relationships with OSHE colleagues, fiscal staff in other agencies and at institutions of higher education, demonstrated ability to work collaboratively with multiple units, both internal and external to OSHE. - Strong analytical and quantitative skills and the ability to manage detail and organize data and related information, demonstrated skills in collecting and synthesizing data and designing work flows and procedures - Excellent problem solving and decision-making skills. - Ability to work in a high volume, time-sensitive environment. - Proficiency with Microsoft Office Suite and related fiscal software and applications.
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procedures and systems necessary to ensure that program operations are conducted in accordance with all applicable federal and state guidelines. Manages key fiscal staff and completes annual performance reviews, ensuring there is segregation of duties among fiscal tasks.	
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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:

EDUCATION: Graduation from an accredited college or university with a bachelor's degree.

EXPERIENCE: Three (3) years of full-time experience in the analysis, management or planning of fiscal and other complex programs. Master's degree may be substituted for one year's 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

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, or call CSC at (609) 292-4144, option 3.