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-2026-020		**Title:**	Deputy CFO (Division Director)		
# of Vacancies:	**1**	**Position #:**	012777	**Range/Title Code:**	M98 / 62304	**Salary Range:**	$140,000 to $155,000
Service Class:		Unclassified		**Issue Date:**	10/22/2026	**Closing Date:**	11/5/2026
Location: Office of the Secretary of Higher Education, Trenton, NJ							

NOTE: An application **must include the reference number above, a cover letter, resume, three references, 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)

The overriding mission of the Office of the Secretary of Higher Education (OSHE) is to ensure that every New Jerseyan, regardless of life circumstances, has the opportunity to obtain a high-quality degree or credential that prepares them for life after college. 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 is a fast-paced and entrepreneurial agency that strives to make the state's vision for higher education a reality.

Job Description:

OSHE's division of Finance, Research, and Accountability is responsible for the financial operations, compliance operations and fiscal management for the agency. The Deputy CFO directs the daily operational activities of OSHE's finance and compliance areas while ensuring agency-wide compliance with state and federal regulations. This position leads budget development, financial operations, grant management, compliance and institutional fiscal monitoring process The Deputy CFO manages capital bond programs, coordinates audit activities, and develops compliance frameworks for higher education funding. This role supervises finance and compliance staff and serves as the primary liaison with institutional partners, state budget analysts, Office of Management and Budget, and external fiscal staff. This is a position where strong fiscal acumen, ethical values, analytical skills, and collaborative leadership are required. The Deputy CFO reports to the Assistant Secretary/Chief Financial Officer.

Responsibilities:

Finance Operations:

- Oversee and facilitate financial modeling, reporting and monitoring for operating budgets, grants-in-aid and bond funds
- Co-lead the annual budget process and represent OSHE divisions in allocating and managing resources with Office of Management and Budget
- Prepare budget documents, grant agreements, and financial summaries for the agency, including operating and grant accounts, travel, and payroll projections
- Manage capital bond programs and liaise with institutional partners and collaborators who receive higher education funding
- Administer federal and state grant funding ensuring adherence to state and federal guidelines
- Reconcile all balances and review respective reconciliations on quarterly and annual basis; support fiscal year-end closeout
- Maintain internal controls and manage the annual internal control reporting process from the State Treasury.
- Ensure State and Federal grant funding administered is administered in compliance with applicable statutes and guidelines.

Compliance and Audit:

- Develop and maintain annual fiscal monitoring plan for institutions of higher education in coordination with Licensure

Qualifications:

The ideal candidate displays:

- Demonstrated interpersonal and communication skills necessary to establish and maintain effective working relationships with OSHE colleagues, fiscal staff in other agencies, and institutions of higher education.
- Budget acumen to support the State budget process;
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information;
- Demonstration of superior leadership skills and ability to work collaboratively in a team setting;
- Outstanding organizational skills and attention to detail with superior time management skills and proven ability to meet deadlines;
- Proficiency in technology, integrated information systems, Microsoft Office Suite and fiscal software/applications;
- Effective communication and presentation skills;
- Ability to adapt to agency needs and work in a high volume, time-sensitive environment;
- Understanding the need for strong confidentiality and ethical values

area; implement and standardize policy practices that support fiscal responsibilities
- Oversee relevant compliance standards that apply to OSHE's work, including federal funding monitoring requirements
- Coordinate program and financial auditing of internal and external operations for both the state agency and external organizations providing contracted services
- Develop audit plans and guidelines including analyzing, evaluating, and approving proposed field audits, operations, procedures, and reports pertaining to internal and external audits
- Evaluate accuracy of financial records of all funding under OSHE's purview, effectiveness of operational controls, conformance to program policies and procedures, and compliance with state and federal laws and regulations
- Prepare and submit reports/recommendations to agency leadership based upon audits, federal and state legislation, and financial reports

Policy and Advisory
- Conduct research on relevant higher education-related compliance matters; articulate and plan policies that support strong compliance
- Draft regulations and guidance materials for internal and external audiences
- Interpret Office of Management and Budget circular letters
- Consult with administrators and institutional personnel concerning audit findings and make recommendations on developing and refining policies
- Keep key staff informed of new developments and work proactively with leadership and program staff to prevent incidents
- Support strategic planning efforts related to OSHE operations, programs and initiatives

Management:
- Significant financial, auditing and compliance experience with ability to review and synthesize financial statements, conduct financial analyses, interpret data, and identify trends
- Supervise the Assistant Director of Finance and Assistant Director of Compliance. The Assistant Director of Compliance will serve as State Contract Manager.
- Work with agency Directors on funding responsibilities and provide financial support and counsel to ensure financial processing

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: Master’s degree in business, finance, accounting or relevant field.

EXPERIENCE: Six years of increasing financial and compliance-related work experience, two years in a supervisory capacity. Higher education or government experience a plus. CPA or related certifications are a plus.

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: If you are applying under the NJ "SAME" program, you must submit any of the supporting documentation specified in N.J.S.A. 11A:7-13.3 along with your resume by the closing date indicated above. If you have questions, please email hr.oshe@oshe.nj.gov or call 609-292-8052