



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
Unclassified

Reference #:	OSHE-2022-014	Issue Date:	7/28/2022	Closing Date:	8/22/2022
Title:	Director of Compliance (Gov Rep 2)	Range/Title Code:	&98 / 55013	Salary Range:	\$90,000-\$105,000
Location:	Office of the Secretary of Higher Education, Trenton, NJ	Position #:	104211	# of Vacancies:	1

NOTE: An application **must** include a cover letter, resume, 3 references, the reference number, a daytime phone number, 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 Jerseyan, 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 now 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:

OSHE’s division of Finance, Research, and Accountability is responsible for the financial operations and compliance and fiscal management for the agency. The Director of Compliance supports funding disbursements from State, Federal and private sources. This position will assist in building a plan for monitoring higher education funding more broadly and will review audits and develop an internal audit program to proactively manage any compliance responsibilities. Many OSHE government contracts require extensive paperwork before funding contracts are signed and this position will play a key role coordinating interactions between funding sources and OSHE’s leadership team, program staff, state budget analysts, and external fiscal staff to ensure the process advances in a timely fashion. The Director of Compliance will also support OSHE staff in compliance with relevant policies, rules and regulations and will be called on to advise colleagues to help develop policies and protocols and investigate incidents. This position will supervise one staff person. This is a position where strong organizational skills, ethical values, and interpretive analysis are essential. The Director of Compliance will report to the Assistant Secretary/Chief Financial Officer.

Responsibilities Include, but are not limited to:

- Developing and maintaining annual fiscal monitoring plan for institutions of higher education in coordination with the Licensure area. Implementing and standardizing a policy practice that support fiscal responsibilities of institutions of higher education in the State.
- Maintain knowledge of the relevant compliance standards that apply to OSHE’s work, including recommendations on monitoring of federal funding to institutions.
- Coordinating program and financial auditing of internal and external operations for both the state agency and/or external organizations providing contracted services with the state.

- Audit activities include evaluating the accuracy of financial records, effectiveness of operational controls, conformance to program policies and procedures, and compliance with state and federal laws and regulations.
- Develops audit plans and guidelines to include analyzing, evaluating, coordinating, and approving proposed field audits, field operations and procedures, contracts, complex accounting systems, and field reports pertaining to internal audits of program operations and external audits of contracting organizations. Institutionalize this policy process for OSHE.
- Consults with administrators and other institutional personnel concerning audit findings and makes recommendations on developing and refining policies of financial compliance.
- Prepares, compiles and submits reports/recommendations to agency leadership based upon audits, federal and state legislation, financial reports, and program operations to delineate complex problems, present findings of studies, and propose recommendations and solutions to problems identified through audits.
- Conducts research on relevant higher education-related compliance matters; articulate and plan policies that support strong compliance.
- Drafts regulations and guidance materials for internal and external audiences.
- Interprets Office of Management and Budget circular letters.
- Keeps key staff informed of new developments and work proactively with leadership and program staff to prevent incidents.
- Other duties, as assigned by the Secretary of Higher Education, Deputy Secretary, Chief of Staff and Assistant Secretary.

Qualifications:

- Demonstrated interpersonal and communication skills necessary to establish and maintain effective working relationships with OSHE colleagues and fiscal staff in other agencies and at institutions of higher education.
- Candidate must possess significant financial, auditing and compliance experience. Ability to review and synthesize financial statements, conduct financial analyses, interpret data, and identify trends.
- 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. Effective communication and presentation skills.

Requirements:

Open to employees who meet the requirements below:

- **EDUCATION:** Candidate must have a Master's degree in business, finance or relevant field.
- **EXPERIENCE:** Three years of compliance-related work experience, one year 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 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 essential duties of the position.

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.

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: Donna Fletcher-Lugo
Director, Executive 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 and committed to the Americans with Disabilities Act.