



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-2022-019	Issue Date:	10/31/2022	Closing Date:	11/22/2022
Title:	Forensic Accountant	Range/Title Code:	P22/50528	Salary Range:	\$60,711.81 – \$86,030.97
Location:	Office of the Secretary of Higher Education, Trenton, NJ	Position #:	TBD	# 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:

The OSHE division of Finance, Research, and Accountability is responsible for the financial operations and compliance and fiscal management for the agency. The primary role of the Forensic Accountant is to conduct systematic technical investigations into finances under OSHE’s purview, especially at institutions of higher education, focusing on forensic accounting methodologies. These methods should include the identification of risks reported and not reported and executing preventative actions such as awareness initiatives in alignment with OSHE’s fiscal monitoring plan. This is a position where strong analytical and organizational skills are essential. The position will report to the Director of Compliance.

Responsibilities Include, but are not limited to:

Key responsibilities of this position will include:

- Conduct forensic investigations into institutional finances and methodologies, in line with all State or Federal policies and processes, ensuring adherence to applicable laws and regulations.
- Contribute to the implementation of forensic accounting strategy, methodology, frameworks and guidelines.
- Perform forensic research on, and analysis of, financial data to identify potential fraud and/or revenue loss and analyze financial data and trace discrepancies.
- Compile and update forensic investigations' scope and methodology, including consideration of additional resources with different skillsets required.
- Quantify investigation findings and recommend appropriate recovery and remedial actions based on findings.

- Draft forensic investigative reports on the outcome of forensic investigations and obtain relevant stakeholders' comments in accordance with approved reporting protocol.
- Compute investigative findings and recommend appropriate recovery and remedial actions based on results.
- Conduct interviews with relevant individuals as part of forensic audits and investigations.
- Manage information gathered, assess internal controls and weaknesses, and provide recommendations in terms of allegations.
- Engage with other experts to assist in evidence gathering and to furnish professional opinions.
- Provide expertise through a comprehensive understanding of regulatory expectations related to risks.
- Assist in maintaining stakeholder relationships.
- Support the implementation of innovative improvements and tactical changes to financial processes and systems.
- Stay abreast of new developments in the forensic accounting environment and make recommendations on necessary changes.
- Assist in the annual fiscal monitoring plan for institutions of higher education in coordination with the Licensure division.
- Maintain knowledge of the relevant compliance standards that apply to OSHE's work, including recommendations on monitoring of COVID-19 funding to institutions.
- Assist with compiling information for any legal activities.
- Other duties, as assigned by the Secretary of Higher Education, Deputy Secretary, Chief of Staff and Assistant Secretary.

The ideal candidate will need to be quick on their feet, a multitasker, and resourceful, with the ability 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 at 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 with a major concentration in forensic accounting and related courses from an accredited university or college.

EXPERIENCE: Minimum two (2) years relevant forensic or fraud related investigations. Higher education or government experience a plus. 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 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.