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-2023-05	Issue Date:	3/12/2024	Closing Date:	3/29/2024
Title:	Forensic Accountant, Regulatory Relations	**Range/Title Code:**		**Salary Range:**	$61,965 - $71,965
Location: Office of the Secretary of Higher Education, Trenton, NJ		**Position #:**	TBD	**# of Vacancies:**	1

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 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 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 Finance, Research, and Accountability division oversees the agency's financial operations, compliance, and fiscal management. The primary role of the Forensic Accountant is to conduct systematic technical investigations into financial transactions and records that are under OSHE's and the State of New Jersey's regulatory jurisdiction, focusing on forensic accounting methodologies. These methods 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 Auditor, Compliance Operations.

Responsibilities Include, but are not limited to:

Key responsibilities of this position will include:
- Support the Grants Manager with the forensic review of grants and contracts to ensure compliance with prescribed contracting and grant policies, procedures, and regulations.
- Monitors the status of contracts by tracking and analyzing payments, change orders, and amendments.
- Organizes work to maintain intergroup workflow by routing project documents and correspondence.
- Ensure that the grantee complies with grant agreements set forth by the State or Federal Government and coordinates formal and informal meetings concerning auditing activities.
- Assists in the analysis of legislation and regulations pertinent to contract operations.
- Assists in analyzing and communicating existing and new accounting and financial controls and other legal compliance processes.
- Supports the routine analysis of the bond status and assists with recordkeeping and archiving.
- Develops reports on post-award evaluations to determine effectiveness and conformity to specifications.

- Engages in research to gather evidence and provide a supporting professional opinion.
- Monitors the status of contracts by tracking and analyzing payments, change orders, and amendments.
- Contribute to implementing innovative improvements and tactical changes to OSHE financial processes and systems.
- Assists in developing supporting documentation.
- Updates circulars when necessary and creates data backups.
- Other duties, as assigned by the Secretary of Higher Education, Deputy Secretary, Chief of Staff, and Assistant Secretary.

The ideal candidate must be quick on their feet, a multitasker, resourceful, and able 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 institutions of higher education.
- Knowledge of the methods to prevent, discover, and correct 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: The candidate should have a Bachelor's Degree in accounting, forensic accounting, 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 of relevant forensic or fraud-related investigations. Higher education or government experience is a plus. The 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 the information on the resume and 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 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: Sandra Gilot-West Chief of Staff 1 John Fitch Plaza, PO Box 542 Trenton, NJ 08625 **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.**

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).