



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-2024-027  | Issue Date:       | 05/20/25   | Closing Date:   | 05/27/25                |
| Title:       | Auditor, Quality Assurance (Unclassified)                | Range/Title Code: | P23/ 51073 | Salary Range:   | \$68,049.63-\$96,532.47 |
| Location:    | Office of the Secretary of Higher Education, Trenton, NJ | Position #:       | 105732     | # 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 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 Finance, Research, and Accountability division oversees the agency's financial operations, compliance, and fiscal management. The primary role of the Auditor is to conduct audits to determine compliance with regulations and the accuracy and legitimacy of financial transactions and records that are under OSHE's and the State of New Jersey's regulatory jurisdiction. In addition to employing auditing methodologies, the Auditor will prepare reports, statements, comments, and recommendations, identify risks, and execute preventative actions in alignment with OSHE's fiscal monitoring plan. This position requires strong organizational skills, ethical values, and interpretive analysis. The position is unclassified and will report to the Director of Compliance. **For newly hired individuals, the starting salary will normally be at the minimum of the salary range.**

**Responsibilities**

- Prepares audit reports; reviews and edits reports prepared by subordinates; conducts follow-up reviews to ensure the implementation of recommendations.
- Identifies new vendors that require qualification; Updates vendor audit list with approved vendors and status
- Provides auditor judgment through targeted feedback that drives directly to business control risks
- Develop presentations and generate reports of fiscal monitoring data, trends, and the status of corrective actions to present to management.
- Develop and maintain a formal method for tracking and evaluating internal audit corrective actions.
- Evaluate completed internal audit corrective actions to ensure implementation and evaluate effectiveness.
- Analyze financial and programmatic data to identify trends and develop corrective actions for recurring or major problems.
- Prepares forensic investigative reports on the outcome of forensic investigations and obtains relevant stakeholders' comments in accordance with approved reporting protocol. Computes investigative findings, assesses internal controls and weaknesses, and recommends appropriate recovery and remedial actions based on results.
- Interfaces with vendor and subcontractor representatives to ensure requirements are met.
- Contribute to implementing innovative improvements and tactical changes to OSHE financial processes and systems.
- Other duties, as assigned by the Secretary of Higher Education, Deputy Secretary, Chief of Staff, and Assistant Secretary.

**Qualifications:**

The ideal candidate must be quick on their feet, a multitasker, and resourceful, 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.

- 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 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:**

**EXPERIENCE:** Six (6) years of professional accounting or auditing experience, including or supplemented by twenty-one (21) semester hour credits in accounting subjects.

**EDUCATION:**

Possession of a Bachelor's degree from an accredited college or university in accounting, finance or business administration, including or supplemented by twenty-one (21) semester hour credits in accounting subjects; and two (2) years of the above-mentioned professional experience.

**OR**

Possession of a valid certificate as a CPA issued by the NJ Board of Accountancy; and two (2) years of the above-mentioned professional 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](mailto: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](mailto:CSC-SAME@csc.nj.gov) , or call CSC at (609) 292-4144, option 3.