



State of New Jersey

OFFICE OF THE SECRETARY OF HIGHER EDUCATION

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ANTICIPATED JOB VACANCY Unclassified - Statewide

Issue Date:	October 15, 2021	Closing Date:	October 29, 2021
Title:	Director of Compliance (Director 2, Education)	Range:	&34
Reference #:	OSHE-2021-007	Position #:	TBD
No. of Vacancies:	1 (one)	Salary:	\$101,396.31 – 106,253.63
Location:	Office of the Secretary of Higher Education, Trenton, NJ		

The Office of the Secretary of Higher Education (OSHE) is a fast-paced and entrepreneurial agency that strives to make the state’s vision for higher education a reality. OSHE works to implement major administration initiatives, manages grant programs, and develops higher education policy for the state of New Jersey.

The OSHE is a values-based, mission-driven organization with an overarching goal focused on ensuring that every New Jerseyan, no matter their life circumstances, has the opportunity to attain a high quality credential that prepares them for life.

Achieving this student-centered vision for higher education in New Jersey is the overriding mission of the 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.

DESCRIPTION

The OSHE 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.

MAJOR PRIORITIES/RESPONSIBILITIES:

- Developing and maintaining annual fiscal monitoring plan for institutions of higher education in coordination with the Licensure area.
- 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.
- Consults with administrators and other institutional personnel concerning audit findings and makes recommendations.
- 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.
- Draft regulations and guidance materials for internal and external audiences.
- Interprets Office of Management and Budget circular letters.
- Keep 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

- **Education:** Candidate must have a Master's degree in accounting or finance;
- **Experience:** Eight years of compliance related work experience, five years in a supervisory capacity, in business or relevant field. Higher education or government experience a plus. CPA or related Certifications.

RESIDENCY: 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.

NOTE: A complete application **must** include a cover letter addressing how your experience and skills meet the qualifications, along with a resume.

Interested applicants that meet the requirements listed above should send a **complete application as stated above** to:

humanresources@oshe.nj.gov

The Office of the Secretary of Higher Education is an Equal Opportunity/Affirmative Action Employer, and is committed to the Americans with Disabilities Act.