

**NOTICE OF VACANCY**  
**State of New Jersey**  
**Higher Education Student Assistance Authority**  
**Quakerbridge Plaza**  
**Trenton, NJ 08625**

**This position is subject to current promotional and hiring restrictions.**

**ISSUE DATE:** October 11, 2016                      **CLOSING DATE FOR**  
**ACCEPTING RESUMES:** November 24, 2016

**TITLE:** Assistant Director, Budget and Financial Analysis (Unclassified)

**SALARY:** \$60,000 – 88,000 (&28)

**LOCATION:** Higher Education Student Assistance Authority  
Quakerbridge Plaza  
Trenton, NJ 08625

**SUMMARY DESCRIPTION:**

Under the general direction of a supervisory official in the Finance unit, has responsibility for planning, development and ongoing monitoring of budgets and other periodic internal financial reports for the Higher Education Student Assistance Authority.

Key areas of responsibility include:

- Preparing the annual agency budget submittal to OMB and annual internal HESAA budgets
- Assisting in developing budgetary and fiscal management policies for the Authority
- Coordinating the quarterly and annual fiscal review process for the Authority
- Maintaining various databases and spreadsheets using Business Objects software and Excel and performing analysis on revenue & expenditure data, including allocation of costs among the Authority's programs and functional areas
- Preparing monthly portfolio reports and annual reports for the Federal Family Education Loan (FFEL) Program

**DETAILED DESCRIPTIONS:**

Agency-wide budgeting and planning:

- Prepares the agency-wide state budget submittal for all student assistance programs under the general direction of the Chief Financial Officer
- Coordinates the entire budget process including holding a series of meetings with executive staff, office directors and other relevant staff to discuss various budgetary issues including budgetary expenditures and revenue drivers.
- Prepares various fiscal models and analyses to support the budget
- Works with operational staff to compile financial and statistical data to complete budget documents
- Prepares the final budget documents for approval by the CFO
- Provides input to management regarding Authority budgetary and fiscal management policies, utilizing acquired knowledge of Authority programs

Coordination of the quarterly and annual fiscal review process for the agency:

- Reviews and analyzes agency-wide revenues and expenditures

- Meets with relevant staff to explain variances and make projections
- Prepares the quarterly fiscal report package, including status reports and year-end projections
- Assists in the preparation of the year-end financial statements submitted to OMB and the year-end financial reports provided to the Members of the Higher Education Student Assistance Authority.
- Prepares annual HESAA administrative and capital budget requests for approval by the HESAA Board budget committee.
- Prepares quarterly fiscal reports and various managerial reports and analyses; does related work as required

Database management, cost allocations and other fiscal analysis:

- Using knowledge of Business Objects software, develops and modifies reports to meet the Authority's needs for financial reporting of data from the State OMB accounting systems
- Utilizes Excel and other data sources to develop and modify management and fiscal reports
- Prepares salary allocations among the agency's programs and functional units, utilizing salary database, verifies salary amounts are applied correctly and prepares salary projections. Prepares monthly loan volume report for the NJCLASS loan program.
- Prepares monthly report on default aversion fee revenue for FFEL. Distributes monthly expenditure reports and responds to staff questions regarding expenditures. Meets with unit managers on an ongoing basis to discuss budgetary compliance issues and to assist in their fiscal planning, including the amount expended on overtime, special service employees, telephone, postage, data processing and rent.
- Provides fiscal and social impact studies and reports accurately supporting all program activities and expenditure estimates.
- Interprets and reviews program rules and regulations to determine compliance with appropriate HESAA policies and federal regulations.
- Computes depreciation, accruals and indirect costs.
- Computes the annual collection cost rate charged to defaulted borrowers under the FFEL Program.
- Responds to surveys and data requests from agency staff and outside parties.

Monthly portfolio reports and annual reports for the Federal family Education Loan (FFEL) Program:

- Prepares the monthly portfolio reports and annual reports for the FFEL Program, called Form 2000.
- Prepares the Form 2000 five year projection model

**REQUIREMENTS:**

Graduation from an accredited college with a Bachelor's degree in Accounting, Finance, Business Administration or a closely related field. Six years of experience in the management of budgeting, planning and accounting operations. Master's degree in a financial discipline or CPA/CMA certification a plus. Proficiency in Microsoft Office, including Excel, Word, and Access required. Experience with Business Objects software and accounting systems preferred.

**Residency Requirement:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act,:" which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. New Jersey state employees hired prior to September 1, 2011 who transfer from the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

**This posting may result in personnel actions which will require final approval by HESAA and the Civil Service Commission.**

**INTERESTED CANDIDATES SHOULD EMAIL A COVER LETTER (REFERRING TO POSITION TITLE) INCLUDING SALARY HISTORY AND RESUME TO [pmaske@hesaa.org](mailto:pmaske@hesaa.org)**