

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

AMENDED TO EXTEND CLOSING DATE

ISSUE DATE: August 22, 2016 **CLOSING DATE FOR**
ACCEPTING RESUMES: October 13, 2016

TITLE: Director, Audits & Quality Assurance (Unclassified)

SALARY: \$66,000 - \$93,000 (MD30)

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

DESCRIPTION:

Under the general direction of the Chief Compliance Officer, is responsible for supervising the audits' unit staff in performing compliance reviews of lenders and institutions participating in state and federal student assistance programs, special counsel compliance reviews, quality assurance reviews and conducting internal control evaluations to protect the federal and state fiscal interests. Join with other Guaranty Agencies through a Common Review Initiative to conduct joint program compliance reviews of lenders participating in the Federal Family Education Loan Program. Conduct management reviews at institutions of higher education that participate in state student assistance programs. Perform compliance reviews of contractors performing such services as loan collections, custodial banking services, record keeping, funds transfer and account maintenance. Develop annual audit/review plan for Authority and Board approval. Responsible for reporting audit/review results to the Program Review & Quality Control Committee of the Board on an annual basis.

Responsible for evaluating program compliance within the Authority and assuring HESAA's Executive staff that program managers have implemented an effective system of internal controls. Assist the Chief Compliance Officer in coordinating external audits performed on HESAA, preparing audit responses and monitoring completion of corrective actions. Modify and update audit and review procedures to meet federal and state requirements, and to identify and incorporate best practices. Supervise and train Audits and Quality Assurance staff in audit /review procedures and report writing. Prepare and approve Audits and Quality Assurance review reports. Review current legislation and regulations to ensure HESAA's policies and procedures appropriately address any changes, thereby strengthening management and fiscal controls. Review and analyze post-secondary institutions' Single Audit Reports and prepare summaries for HESAA management. Maintain accurate and appropriate records, reporting internal control/risk management activities. Communicate the procedures and importance of auditing and quality assurance to HESAA employees, contractors, participating lenders and institutions. Other duties as assigned.

REQUIREMENTS:

Education: Graduation from an accredited college with a Bachelor's or Master's degree in accounting or a Bachelor's or Master's degree in a business major supplemented by 21 credit hours in accounting/business courses. An advanced degree or CPA designation is highly desirable.

Experience: Minimum of five years of professional level auditing experience and/or work involving the analysis and evaluation of fiscal and management programs or the operations of a large governmental, business or educational organization. A minimum of three years supervisory experience, preferably in an

accounting firm or the auditing unit of a large governmental, business or educational organization. Excellent analytical and communication skills required. Knowledge of state and federal student loan regulations is highly desirable.

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.

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.