

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

ISSUE DATE: May 24, 2017 **CLOSING DATE FOR**
ACCEPTING RESUMES: June 14, 2017

TITLE: Assistant Controller (Unclassified)

SALARY: \$63,000 – \$92,500 (&29)

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

DESCRIPTION:

Under the general direction of the Controller, Higher Education Student Assistance Authority assists in the development and implementation of fiscal policies and procedures and management of the accounting and financial reporting functions of the agency, including the application of GAAP in the agency's financial statements, which are produced under GASB standards. The incumbent will also play a major role in the ongoing maintenance of and improvements to the agency's financial reporting, general ledger, and other specific software applications for its major programs, including the New Jersey College Loans to Assist State Students (NJCLASS) program, the New Jersey Better Educational Savings Trust (NJBEST), the State's college savings program, the Federal Family Education Loan Program (FFELP), and the State grant and scholarship programs.

Specific duties include hands-on assistance in preparation of the agency's financial statements and reports, maintenance and improvements to associated systems of internal control, completion of all necessary analytical and data gathering functions, as well as supervision of assigned accounting staff. The successful candidate will be committed to working to continuously evaluate and upgrade financial and related systems, and as part of a dedicated team to complete all transactional, analytical and financial reporting functions in a timely, efficient and accurate manner in order to comply with all applicable State, Federal and contractual reporting deadlines.

REQUIREMENTS:

Graduation from an accredited college with a Bachelor's degree in Accounting or Finance, or related field; Master's degree in these or related field and CPA license preferred.

At least six years of progressive experience in the management of an accounting function including hands-on responsibility for the preparation of external financial statements, and development of financial statements and reports, with at least two years at the senior management level with a private sector business or not-for-profit organization. Knowledge of GASB

accounting principles, fund accounting, budgetary and cost accounting, as well as financial reporting software required. Microsoft Office experience, including advanced skills in Excel, Access and Word required. Prior employment in a financial services environment and experience with student financial assistance programs and/or the State of New Jersey's financial and procurement systems is a plus.

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