

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

NOTE: EXTENDED CLOSING DATE
(If you already applied for this position you do not need to reapply)

CLOSING DATE FOR
ISSUE DATE: September 6, 2022 **ACCEPTING RESUMES:** October 14, 2022

TITLE: Student Financial Aid Administrator 1 - Finance (Unclassified)

SALARY: \$55,478 to \$78,450 (P-20)

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

DESCRIPTION:

Under the general direction of a supervisory officer in the Finance & Accounting unit within the New Jersey Higher Education Student Assistance Authority (HESAA), the responsibilities for this position include completion of various essential functions relating to the New Jersey College Loans to Assist State Students (NJCLASS) loan program. Tasks include: monitoring daily transactions for NJCLASS borrowers' loan payments received from banks through the bond trustee lockbox; posting routine payments; and processing corrections due to system rejections. Detailed transaction processing to be assigned to this individual include: NJCLASS Consolidation and Refinance loans; defaulted accounts; State Offset of Individual Liability (SOIL) refunds; and loan cancellations.

This individual will be trained to support NJCLASS account analysis, creation and posting of General Ledger journal entries, account analyses, and end-of-month closing and reporting. This position will be trained in use of all financial functions of the current legacy mainframe system as well as the new Oracle-based platform and will become fully capable of supervising and training other staff members to use both platforms for NJCLASS servicing and accounting.

This individual will review the work product of individuals in the Student Financial Aid Administrator 2 position within the Finance & Accounting unit.

This role may be eligible for the Telework Pilot Program (July 1, 2022 through June 30, 2023) consisting of up to two (2) days per calendar week after completing a four (4) month working test period following start date.

REQUIREMENTS:

Education: Graduation from an accredited college or university with a Bachelor's degree in Business, Finance, Accounting, or a related field. Applicants who do not possess the required education may substitute experience as indicated on a year-for-year-basis.

Experience: Five years of daily transaction processing experience within the past five years is required. Knowledge of accounting fundamentals and standard industry practices required. Prior experience in banking environment preferred. Must be proficient with Microsoft Office applications, including advanced skills with Excel pivot tables and look-ups. Applied knowledge of accurate account reconciliations and entry verification, deletion, adjustments, and ensuring mathematical accuracy of accounts payable transactions and coding is preferred. Must be detail oriented and able to work independently. Strong communications (both written and oral) and presentation skills are required. Proficient problem resolution capabilities, strong decision-making skills, ability to respond quickly to internal customers and organize workload while managing multiple priorities to meet required deadlines are desired.

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.

INTERESTED CANDIDATES SHOULD EMAIL A COVER LETTER (REFERRING TO POSITION TITLE) AND RESUME TO: HR@HESAA.ORG