

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)

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

TITLE: Student Financial Aid Administrator 2 - Finance (Unclassified)
 3 Positions

SALARY: \$50,737 to \$71,553 (P-18)

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 primary responsibilities for this position include essential payment processing functions relating to the New Jersey College Loans to Assist State Students (NJCLASS) loan program. These include monitoring daily transactions for NJCLASS borrowers' loan payments received from banks through the Trustee lockbox, processing reversals, posting routine payments, and processing corrections due to system rejections. Tasks also include analysis of daily deposits and supporting documentation to ensure borrowers' payments are applied correctly to their accounts; borrower overpayments are refunded and recorded; and small balances are handled appropriately. Individuals in this position will work, as necessary, with the Customer Contact Center to assist in analyzing account payment history and verifying borrower account activity. As HESAA transitions its loan servicing and accounting process from a legacy mainframe system to an Oracle-based platform, these employees will require training in both environments.

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: One year of daily transaction processing experience within the past three years is required. Applicants must have applied knowledge of accurate account reconciliation and entry verification, deletion, adjustment, and ensuring mathematical accuracy of accounts payable transactions and coding. Knowledge of general accounting fundamentals and standard industry practices preferred. Must be detail oriented, respond quickly to internal customers, and able to work independently. Must be proficient with Microsoft Office applications. Proficient problem resolution capabilities, strong decision-making skills, ability to organize workload, and manage multiple priorities 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