

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: 6/28/2023 **CLOSING DATE FOR ACCEPTING RESUMES:** 10/31/2023

POSTING NO: #23-7

TITLE: Student Financial Aid Administrator 2 – External Auditor (Unclassified)

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

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

DESCRIPTION:

Under the general direction of the Director of Audits and Quality Assurance, or other supervisory officer at the Higher Education Student Assistance Authority (HESAA), the candidate in this position will be responsible for assisting in management reviews of New Jersey institutions of higher education that participate in state student assistance programs, reviews of collection attorneys that work with HESAA, and reviews of financial reports provided by the institutions, including database and spreadsheet analysis and programming.

Additional responsibilities may include creating database queries and reports, testing amortization schedules, performing user acceptance testing for system upgrades, participating in compliance audits and quality assurance reviews, and assisting in the preparation of audit and quality assurance reports.

Perform other duties as assigned.

This role may be eligible for the Telework Pilot Program (July 1, 2023 through June 30, 2024) 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 or coursework in finance, accounting, math, analytics, or computers. Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

Experience and skills:

The position requires the following:

- strong math skills
- exceptional analytical skills
- experience with databases and creating queries
- experience with Microsoft Office, especially Excel, Access, and Word
- understanding of amortization calculations desired
- excellent communication skills, both written and verbal
- excellent organizational skills and ability to handle multiple tasks under deadlines
- ability to work well both individually, and in a team environment
- financial aid experience is preferred, but not required.

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.

APPLICATION PROCESS

Interested candidates must email careers@hesaa.org with reference to **Job Posting #23-7** in the email subject line and include a cover letter and resume. If you are applying for multiple positions at HESAA, you must submit separate applications in response to a Notice of Vacancy and reference the individual Job Posting Number in the email subject line.

Effective January 1, 2023, the State of New Jersey has implemented the State As A Model Employer of Persons with Disabilities (SAME) Program to increase awareness of employment opportunities for persons with disabilities. To check for eligibility and program requirements please visit <https://www.nj.gov/csc/same/fast/index.shtml>.