



**STATE OF NEW JERSEY  
OFFICE OF THE SECRETARY OF  
HIGHER EDUCATION  
1 JOHN FITCH PLAZA  
P.O. BOX 542  
TRENTON, NJ 08625-0542**



**NOTICE OF JOB VACANCY**

<b>Reference #:</b>	OSHE-2024-019	<b>Issue Date:</b>	06/17/2024	<b>Closing Date:</b>	07/05/2024
<b>Title:</b>	Forensic Accountant (Financial Reporting)	<b>Range/Title Code:</b>	P22 / 50528	<b>Salary Range:</b>	\$62,836.72– \$89,042.11
<b>Location:</b>	Office of the Secretary of Higher Education, Trenton, NJ		<b>Position #:</b>	N/A	<b># of Vacancies:</b> 1

**NOTE:** An application must include a cover letter, resume, three references, the reference number, a daytime phone number, and email address and be received no later than the due date. You will automatically be disqualified for the position if the requested information is not included.

**About the Office of the Secretary of Higher Education (OSHE)**

*“Every New Jerseyan, regardless of life circumstances, should have the opportunity to obtain a high-quality credential that prepares them for life after college.”* Achieving this student-centered vision for higher education in New Jersey is the overriding mission of the Office of the Secretary of Higher Education (OSHE). The Secretary of Higher Education advises the Governor on higher education initiatives and proposed legislation. OSHE reviews requests for State support from institutions and communicates with higher education leaders, faculty, and students across the state under the direction of the Secretary. OSHE released the state plan for higher education in March 2019 and coordinates its implementation. OSHE is a fast-paced and entrepreneurial agency that strives to make the state’s vision for higher education a reality.

**Job Description:**

The OSHE division of Finance, Research, and Accountability is responsible for the agency's financial operations, compliance, and fiscal management. The primary role of the Forensic Accountant is to conduct systematic technical investigations into finances under OSHE’s purview, focusing on forensic accounting methodologies. These methods should include the identification of risks and executing preventative actions such as awareness initiatives in alignment with OSHE’s fiscal monitoring plan. This is a position where strong analytical and organizational skills are essential. The position will report to the Auditor, Compliance Operations.

**Responsibilities Include, but are not limited to:**

- Lead data analysis for the annual fiscal monitoring process for higher education institutions.
- Monitor the status of contracts by tracking and analyzing payments, change orders, and amendments.
- Perform forensic research on and analysis of financial data to identify potential fraud and revenue loss, analyze financial data, and trace discrepancies.
- Develop reports on post-award evaluations to determine effectiveness and conformity to specifications.
- Support the routine analysis of the bond status and assist with recordkeeping and archiving.
- Monitor the status of contracts by tracking and analyzing payments, change orders, and amendments.
- Conduct interviews with relevant individuals as part of forensic audits and investigations.
- Provide support for the forensic review of grants and contracts to ensure compliance with prescribed contracting and grant policies, procedures, and regulations.
- Contribute to implementing innovative improvements and tactical changes to OSHE financial processes and systems.
- Support the implementation of innovative improvements and tactical changes to financial processes and systems.
- Manage information gathered, assess internal controls and weaknesses, and provide recommendations.
- Other duties, as assigned by the Secretary of Higher Education, Deputy Secretary, Chief of Staff, and Assistant Secretary/CFO.

### **Qualifications:**

- Knowledge of accounting principles, standards, techniques, technology, and their application to specific accounting situations in accordance with statutory or established agency procedures.
- Demonstrated interpersonal and communication skills necessary to establish and maintain effective working relationships with OSHE colleagues and fiscal staff in other agencies and at institutions of higher education.
- Knowledge of the methods used in preventing, discovering, and correcting discrepancies in financial records.
- Strong evidence of significant financial, auditing, forensic accounting, and compliance experience.
- Ability to review and synthesize financial statements, conduct financial analyses, interpret data, and identify trends and variances.
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information.
- Proficiency in technology and the use of integrated information systems.
- Strong attention to detail
- Effective communication and presentation skills
- Evidence of strong planning and report writing
- Strong project management and organizational skills

### **Requirements:**

**EDUCATION:** The candidate should have a bachelor's degree in accounting, forensic accounting, or finance or business administration with a major concentration in forensic accounting and related courses from an accredited university or college.

**EXPERIENCE:** Minimum two (2) years of relevant forensic or fraud-related investigations. Higher education or government experience is a plus.

**NOTE:** Possession of a valid Certificate as a Certified Public Accountant or Registration as a Public Accountant issued by the New Jersey State Board of Accountancy may be substituted for the above education.

**RESUME NOTE:** Eligibility determinations will be based only upon the information presented on the resume along with other supporting documents. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of the transcripts from a recognized evaluation service at the time of submission. Failure to do so may result in your ineligibility.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the position's essential duties.

### **Residency Requirement:**

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new employees are required to obtain New Jersey residency within one (1) year of employment.

Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. OSHE does not provide sponsorship or accept student OPT/CPT programs or F1 or H1B work authorization visas.

### **TO APPLY for this position:**

Interested applicants that meet the requirements listed above should send a **cover letter (with the reference number, a daytime phone number, and email address), resume, and three references to:**

**[humanresources@oshe.nj.gov](mailto:humanresources@oshe.nj.gov)**

or

Office of the Secretary of Higher Education

Attn: Patricia Lee

Director of Administrative Services

1 John Fitch Plaza, PO Box 542

Trenton, NJ 08625

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**The Office of the Secretary of Higher Education is an Equal Opportunity/Affirmative Action Employer committed to the Americans with Disabilities Act. The Office of the Secretary of Higher Education participates in the New Jersey State As A Model Employer of Individuals with Disabilities Program (SAME Program).**