

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

This position is subject to current promotional and hiring restrictions.

ISSUE DATE: September 25, 2017 **CLOSING DATE FOR**
ACCEPTING RESUMES: October 16, 2017

TITLE: Controller (Unclassified)

SALARY: \$80,750.34 - \$113,062.74 (MD34)

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

DESCRIPTION:

Under the general direction of the Chief Financial Officer, the Controller directs the preparation and analysis of data required to produce all financial reports, including the agency's financial statements and related reports and interprets financial data such as operating revenues and expenditures, cost center analysis, and allocation systems. Develops and implements fiscal policies and procedures. Responsible for fiscal oversight and control of all student loan and state aid programs, capital accounts and debt service. Advises the Chief Financial Officer and Executive Director on financial control issues. Develops and administers accounting systems to provide the agency with financial data necessary for the operation of its loan and grant programs. Supervises and evaluates staff engaged in all aspects of the Authority's financial and accounting operations.

Produces and publishes the Authority's annual audited financial statements, the New Jersey Comprehensive Annual Financial Report data and supervises accounting for the Authority's \$1.7 billion in annual program revenues and \$1.1 billion in related expenditures. Applies generally accepted accounting principles to financial statement preparation.

Responsible for producing the quarterly servicer reports and financial statements for the NJCLASS program as required under continuing disclosure requirements of HESAA's bond indentures and SEC rules. Ensures the Authority is in compliance with accounting standards imposed by the Government Accounting Standards Board (GASB), as well as IRS arbitrage regulations relating to municipal bonds. Supports the fulfillment of all data requests required as part of the Authority's annual bond issuance process.

Responsible for oversight and reconciliation of over \$300 million in annual principal and interest payments from borrowers on student loans as well as financial activity affecting the State's 529 college savings plan assets.

Responsibilities in relation to the Authority's function as the state guaranty agency for the Federal Family Education Loan Program (FFELP) include supervision of employees engaged in processing financial transactions relating to the program, including the receipt of borrower payments from multiple sources, and posting to the HESAA FFELP loan accounting system.

Approves all processing of FFELP related receipts and disbursements from the guaranty agency trust funds on the state accounting system. These include cash receipts, refunds and other payments due to borrowers and business partners, payments to vendors for FFELP related expenses incurred by the Authority.

Monitors the performance of FFELP contract partners to ensure compliance with Federal regulations. Applies procedures to reconcile collections reported to amounts deposited in HESAA interest bearing escrow account for federal collections. Examines deposit documentation and remittance reports to monitor compliance with Federal regulations.

Supervises compilation of financial data required for preparation of USDE forms 2000 and other USDE reporting requirements, as well as processing of related payments to the FFELP Trust Funds, based on application of USDE regulations.

REQUIREMENTS:

Graduation from an accredited college with a Bachelor's degree. Masters degree in accounting or finance and CPA certification preferred. Six years of managerial experience in a public entity or the corporate accounting unit of a financial services related entity preferred. Excellent oral and written skills 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.

INTERESTED CANDIDATES SHOULD EMAIL A COVER LETTER (REFERRING TO POSITION TITLE) INCLUDING SALARY HISTORY AND RESUME TO pmaske@hesaa.org