



**VACANCY ANNOUNCEMENT**

<b>POSTING #:</b> 2025-07	<b>ISSUE DATE:</b> 4/21/2025	<b>CLOSING DATE EXTENDED:</b> 5/23/2025
<b>TITLE:</b> Program Officer, Student Assistance (Accounts Payable)	<b>TITLE CODE:</b> 80204	<b>RANGE:</b> R24
<b>UNIT:</b> Finance	<b>AVAILABLE VACANCIES:</b> 1	
<b>LOCATION:</b> Quakerbridge Plaza, Trenton, NJ	<b>SALARY RANGE:</b> \$ 71,214 to \$101,098	

**JOB DESCRIPTION:**

Under general direction of an Associate Director or other supervisory official at the Higher Education Student Assistance Authority (HESAA) within the Finance Unit, the Program Officer, Student Assistance (Accounts Payable) role will supervise payment application processes, maintain electronic records, and monitor transaction accuracy and funding compliance across systems such as NJCFS, MACS-E, and NJSTART. This role is essential to ensuring the timely, accurate release of payments and disbursements, in support of over \$665 million in State appropriated funding for HESAA programs.

- Processes purchase orders and invoices for payment related to goods and services received from HESAA vendors, ensuring accurate coding and compliance with State financial policies.
- Coordinates and executes financial transactions for HESAA programs, including vendor payments, NJCLASS loan-related transactions, and State grant and scholarship program funding.
- Utilizes NJCFS, NJSTART, and MACS-E to generate and track payment activity, reconcile balances, and manage disbursement workflows.
- Processes journal entries, account adjustments, and expense allocations to support accurate fund reporting across student aid and loan servicing programs.
- Monitors and pays down a monthly State loan, ensuring timely execution and accurate tracking of balances and payments.
- Maintains electronic filing systems and payment records, ensuring audit readiness and alignment with record retention policies.
- Communicates with internal departments and external partners to resolve payment discrepancies and ensure all stakeholders are informed of disbursement status and deadlines.
- Ensures payments are issued in a timely and efficient manner, while maintaining strong relationships with vendors, colleges, and financial institutions.
- Provides training and supervision to staff who supports disbursement processing, record-keeping, and payment follow-up.
- Works collaboratively with all HESAA units, including Finance, Loans, Grants, and Procurement, to ensure accurate and coordinated financial operations.

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- Performs other duties as required.

## **POSITION REQUIREMENTS:**

### **Education:**

- Graduation from an accredited college or university with a Bachelor's degree in Accounting, Finance, or Business.
- Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis. One (1) year of applicable experience considered equivalent to one (1) academic year.

*Note: This substitution applies only to the education requirement. All applicants must **also** meet the minimum required relevant professional experience listed below.*

### **Required Experience:**

- Minimum of three (3) years of hands-on accounting experience is required.
- Experience in the Accounts Payable application processes is preferred.

### **Knowledge and Abilities:**

- Knowledge of accounts payable, financial transaction processing, and reconciliation practices.
- Ability to supervise assigned staff and plan, organize, and implement financial disbursement functions.
- Ability to maintain and reconcile payment and disbursement records across multiple systems.
- Strong analytical and organizational skills, attention to detail, and ability to meet deadlines in a high-volume environment.
- Familiarity with State financial systems (e.g., NJCFS, NJSTART) is desirable.
- Proficiency in Excel and working with State payment platforms (e.g., NJCFS, MACS-E, NJSTART).
- Effective written and verbal communication skills and ability to collaborate across units.
- Ability to prepare summary reports and correspondence related to Agency and/or vendor expenditures

## **APPLICATION PROCESS:**

Interested candidates must e-mail [careers@hesaa.org](mailto:careers@hesaa.org) with reference to **Job Posting #2025-07** in the e-mail 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 Vacancy Announcement and reference the individual Job Posting Number in the e-mail subject line.

## **IMPORTANT NOTES:**

**SPECIAL NOTE:** This position may be eligible to work remotely for up to two days in a calendar week after completing a four (4) month working period following start date.

**SAME APPLICANTS:** If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3

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**Foreign Degrees:** Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

**Residency:** As of September 2010, in accordance with N.J.S.A. 52:14-7, the “New Jersey First Act,” all new employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey, or to secure an exemption. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:** Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. HESAA does not provide sponsorship or accept student visas, F1 or H1B work authorization visas.

**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 essential duties of the position.

**Background Check:** Newly hired employees must agree to a thorough background check.

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