



New Jersey Board of Public Utilities

NJ Board of Public Utilities
44 South Clinton Avenue
P.O. BOX 350
Trenton, NJ 08625



Notice of Job Vacancy

****This is an in person position****

JOB POSTING #: 41-2021

DATE OF POSTING: November 24, 2021

DATE OF CLOSING: December 15, 2021

TITLE: Budget Analyst 2

SALARY: \$58,354.29 - \$82,690.29

EXISTING VACANCIES: One (1)

WORKWEEK: NE (35 Hours)

DIVISION/LOCATION: Board of Public Utilities
Division of Clean Energy

GENERAL DESCRIPTION: Under supervision of a supervisory official in the Division of Clean Energy, performs the technical work involved in budget analysis and attendant budget work, including the preparation of detailed analyses and reports; does other related duties.

Work Responsibilities:

- Assist Clean Energy Division staff in the development of annual budget, goals, objectives, program performance indicators and progress tracking metrics for various Clean Energy programs. Develop compliance filings, memos, Board Orders, Reports, RFPs/RFQs, and other documents.
- Conduct regular reviews of budget expenses and commitments in order to track against approved program funding.
- Reviews requests for the transfer and allocation of funds, determines the factual bases for such requests, and prepares appropriate recommendations for the use of the supervisor.
- Conducts investigations; and research studies; prepares detailed reports on technical budget matters containing findings, conclusions and recommendations.
- Monitor budget and spending to ensure that all spending, reporting and compliance requirements are met.

- Review and track invoices and spending, monitor new State budget developments to determine their impact on the Clean Energy Program assist with the development, implementation, and monitoring of the Acoustical Testing Pilot Program.
- Compiles data and prepares reports.
- Utilize accounting systems, including NJCFS, Business Objects, and IMS, to gather and analyze program data.
- Perform policy review and analysis on clean energy issues, when needed.

REQUIREMENTS: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Two (2) years of experience in the maintenance and/or review of budgetary and fiscal records.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis with (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in Business or Public Administration, Accounting or Finance may be substituted for one (1) year of the indicated experience.

OPEN TO THE FOLLOWING: Open to State employees who are serving in a permanent capacity for an aggregate of at least one (1) year in any competitive title, preceding the posting date and must meet the requirements and experience stated above.

HOW TO APPLY: Interested applicants should submit a letter of interest, resume, and Personal Relationships Disclosure Form ([Click Here](#)). Please make sure to include the posting number in the subject line via email. All documents must be submitted by the closing date shown above to the following:

**NJ Board of Public Utilities
Office of Human Resources
P.O. BOX 350
Trenton, NJ 08625
humanresources@bpu.nj.gov**

Visit us at: <https://nj.gov/bpu/>

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