



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



## **NOTICE OF VACANCY**

**\*\*This position may be eligible for telework up to two days per week\*\***

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**POSTING NO.: 74-2023**

**EXISTING VACANCIES:** One (1)

**TITLE:** Budget Analyst Trainee

**OPENING DATE:** October 30, 2023

**SALARY:** \$48,531.07 – \$50,737.29

**CLOSING DATE:** November 17, 2023

**WORKWEEK:** 35 hours (35)

**DIVISION/LOCATION:** Division of  
Clean Energy

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At the New Jersey Board of Public Utilities (“Board”), you will be part of a highly effective and collaborative team working to achieve New Jersey’s ambitious and important clean energy goals as it primarily relates to key budget areas such as offshore wind, electric vehicles, energy storage, solar, energy efficiency and more! This position is a great opportunity for the right candidate looking to start a career in the clean energy field.

You will be working alongside a team of dedicated professionals in the Division of Clean Energy at the New Jersey Board of Public Utilities working to achieve 100 % clean energy for the State and managing and coordinating the clean energy initiatives of the State of New Jersey

You will also be helping to grow the clean energy economy in New Jersey that will lead to long-term careers in clean energy for our residents, stimulate the economic growth of the state, and help develop programs that will serve as a model for other states and the federal government to follow to transition our society to a clean energy future. And through work with the Office of Energy Equity in the Division of Clean Energy, you will help to assure the access to the benefits of the clean energy revolution to all residents of the State.

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**GENERAL DESCRIPTION:** Under supervision of a Manager in the Division of Clean Energy, the trainee will perform technical work involved in budget analysis, including the preparation of detailed reports. Also, the trainee will work closely with the Office of Budget and Finance to diligently ensure successful implementation of fiscal, budget, and administrative matters as they relate to the Division Clean Energy’s programs. The successful candidate must be extremely organized, detail oriented and be confident working with numbers.

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### **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. Help with the development of compliance filings, memos, Board Orders, Reports, RFPs/RFQs, and other documents.

- Help conduct regular and detailed reviews of budget expenses and commitments in order to track against approved program funding.
- Review requests for the transfer and allocation of funds, determine the factual basis for such requests, and prepare appropriate recommendations for the use of the supervisor.
- Assist with monitoring of budgets to ensure that all spending, reporting, and compliance requirements are met.
- Assist with the close review and tracking of invoices and spending.
- Help identify and resolve any issues related to payment processing and budget reconciliation.
- Participate in regular budget meetings with the Program Administrator and contract managers to receive updates on the status of programs and funding.
- Work closely with the Office of Budget and Finance to identify funding sources for existing or potential new programs.
- Assist with data collection and preparation of reports, so it can be used by the Program Administrator to reconcile program expenses.
- Learn how to utilize various accounting systems, including NJCFS, Business Objects, and IMS, to gather and analyze program data.
- Assist with policy review and analysis on clean energy issues, when needed.

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## **REQUIREMENTS**

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

**NOTE:** Appointees who successfully complete the 12-month training period will be eligible for advancement to the following title: Budget Analyst 3. *The inability of an employee in a trainee title to successfully attain a level of performance warranting advancement shall be considered cause for separation.*

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume and proof of degree submitted. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency.

**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.

**OPEN TO THE FOLLOWING:** Open to New Jersey Residents.

**RESIDENCY LAW:** 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.

**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 the following website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) or call at 833-691-0404.

**HOW TO APPLY:** Interested applicants should submit a letter of interest, resume, writing sample, a copy of the college transcript/diploma indicating the date the degree was conferred, if applicable, the State of New Jersey Employment Application and the Personal Relationships Disclosure Form ([Click Here](#) – listed under HR policies). 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  
44 South Clinton Avenue  
P.O. BOX 350  
Trenton, NJ 08625  
[humanresources@bpu.nj.gov](mailto:humanresources@bpu.nj.gov)**

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

*The New Jersey Board of Public Utilities is an Equal Opportunity Employer.*