



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****

POSTING NO.: 21-2023

TITLE: Administrative Analyst 3

SALARY: \$72,836.90 - \$103,620.41

WORKWEEK: 35 hours (NL)

EXISTING VACANCIES: One (1)

OPENING DATE: March 16, 2023

CLOSING DATE: April 6, 2023

DIVISION/LOCATION: Office of Budget
& Finance

The Board of Public Utilities is a great place to work

You will be part of a highly effective and collaborative team working to ensure that safe, adequate, and proper utility services are provided to all members of the public who desire such services.

GENERAL DESCRIPTION: Under general supervision of an Administrative Analyst 4 or other supervisory position in a state department, institution, or agency, performs the review, analysis, and appraisal of current department administrative procedures, organization, and performance and helps to prepare recommendations for changes and/or revisions; does other related duties.

WORK RESPONSIBILITIES

- Reviews applications, agreements, and accounting documents to insure accurate budget information, conformity with grant conditions, and proper utilization of federal and state resources to insure compliance with federal and state regulations and procedures.
- Prepares Financial Status Reports in accordance with federal regulations.
- Assures that all federal reimbursements and drawdowns are supported by detailed cost accounting records and funds are credited to the proper accounts.
- Establishes required receivables for federal grant awards and assures proper funds are set up in the operating accounts for use by the programs.
- Assists in the preparation of the federal funds section of the BPU's budget.
- Works with program managers in preparing project applications for grant resources, providing technical assistance to department entities for grant applications, and

establishing administrative and evaluation procedures to analyze the cost/benefits of specific grant programs.

- Prepares and executes grant agreements to outside agencies according to OMB circulars.
- Reviews and approves grant expenditure reports submitted by outside agencies according to OMB circulars.
- Prepares payments for grant expenditures to outside agencies.
- Prepares audit responses for assigned grants and assists in resolving questioned costs and audit issues.
- Maintains accounting, budget and fiscal records and files.

REQUIREMENTS

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

EXPERIENCE: Three (3) years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency.

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

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

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.

OPEN TO THE FOLLOWING: Open to State employees with permanent status in the competitive division, who meet the requirements and experience stated above.

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.

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.

HOW TO APPLY: Interested applicants should submit a letter of interest, resume, writing sample, and 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](#)). 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**

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

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