



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.: 76-2022

EXISTING VACANCIES: One (1)

TITLE: Chief, Bureau of Management Audits
(SES/Gov. Rep)

OPENING DATE: December 9, 2022

CLOSING DATE: December 30, 2022

SALARY: Commensurate with Experience

DIVISION/LOCATION: Division of Audits

WORKWEEK: 35 hours (NL)

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 the direction of the Director, Division of Audits, oversees the Bureau of Management Audits and supervises management audits of the utilities subject to the jurisdiction of the New Jersey Board of Public Utilities.

WORK RESPONSIBILITIES

- Oversees all aspects of management audits, including directing and analyzing the review of internal and external factors affecting a utility's operation.
- Evaluates and directs the audits of management performance with regard to, among other things, organization structure, productivity, staffing, load forecasting, construction planning, environmental matters, financial and executive planning, customer service, labor relations, fuel management, financial management and develops and supervises the preparation of requests for proposals procuring professional services to perform such audits.
- Establishes guidelines for each management audit and participates in bidders conference; coordinates, conducts and participates in meetings with management consultants and utility management; directs the staff monitoring of the implementation of recommendations imposed on the utility; testifies on utility management recommendations when necessary in formal hearings; does related work as required.
- Oversees the procurement process for audits performed by professional consultants, including ensuring that the procurement process is performed in accordance with Treasury and Agency policies and procedures.

- Trains Staff and/or oversees the training of staff to insure an understanding of scope of audit to be performed, an understanding of statutory and administrative requirements to be met in performing audits, and an understanding of internal procedures to insure timely payment for consulting work performed.
- Prepares/reviews all Bureau documents including memos to the Board, Board Orders, public correspondence and inter/intra agency correspondence.

REQUIREMENTS

EDUCATION: Bachelor's degree from an accredited college or university in Accounting, Economics, Engineering, Finance, Management, Public Administration, Business Administration; or other related field.

EXPERIENCE: Five (5) years of experience in accounting, financial, economic and/or rate making phases of the operations and/or regulation of public utilities, or in the formation of utility regulatory policies, standards and procedures and the application thereof to specific cases, or in some combination thereof; three years of which shall have been in a supervisory capacity.

NOTE: Applicants may substitute a Master's degree in Accounting, Economics, Finance, Engineering, Management, Business Administration or Public Administration or two years of experience in the conduct of management services and analysis of the efficiency and effectiveness of the management and operation of public utilities for one year of professional experience.

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.

HOW TO APPLY: Interested applicants should submit a letter of interest, resume, writing sample, a copy of the college transcript indicating the date the degree was conferred (required), 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
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.