



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



## **NOTICE OF VACANCY**

**\*THIS IS AN IN PERSON POSITION\***

**\*Candidates who applied for posting 15-2022 do not need to reapply\***

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**POSTING NO.: 40-2022**

**EXISTING VACANCIES:** One (1)

**TITLE:** Grants Specialist

**OPENING DATE:** June 3, 2022

**SALARY:** \$74,767.05 - \$106,450.60

**CLOSING DATE:** June 24, 2022

**WORKWEEK:** 35 hours (NL)

**DIVISION/LOCATION:** Office of Budget & Finance

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**\*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.

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**GENERAL DESCRIPTION:** Under the direction of a supervisory position, in the Office of Budget & Finance, is responsible for the management of assigned federal and private grants within the department and the development of methods and means to secure new funds for proposed programs; does other related duties.

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### **WORK RESPONSIBILITIES**

- Reviews federal grant 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 on federal grant 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.
- Prepares and executes grant agreements to outside agencies according to OMB circulars.
- 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.

- Reviews and approves grant expenditure reports submitted by outside agencies according to OMB circulars.
- Maintains grant records and files.

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## **REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in accounting.

**EXPERIENCE:** Four (4) years of accounting experience including two (2) years of experience in the coordination of grant funding in a public or private organization including experience with automated cost accounting systems.

**NOTE:** Applicants who have obtained the twenty-one (21) semester hour credits in accounting as specified above but do not possess the required college degree may substitute additional experience as indicated on a year-for-year basis.

**NOTE:** Possession of a valid certificate as a Certified Public Accountant (CPA) issued by the New Jersey Board of Certified Public Accountants may be substituted for the Bachelor's degree with the twenty-one (21) credit hours in accounting.

**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.

**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 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](mailto:humanresources@bpu.nj.gov)**

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

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