



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.: 34-2023

EXISTING VACANCIES: One (1)

TITLE: Auditor Accountant Trainee

OPENING DATE: May 15, 2023

SALARY: \$46,431.86 – \$48,531.07

CLOSING DATE: June 2, 2023

WORKWEEK: 35 hours (35)

DIVISION/LOCATION: Division of Audits

The Board of Public Utilities is a great place to work

You will work as part of a highly effective and collaborative team to assure that all members of the public who require utility services receive safe, adequate, and proper service.

GENERAL DESCRIPTION: As a trainee and productive worker, under the direction of the Director of the Division of Audits or other supervisory position, analyzes utility filings, participates in management audits and financial reviews of utilities, evaluates program objectives and effectiveness; does other related work.

WORK RESPONSIBILITIES

- Assists in the review of utilities' operations, while seeking efficiency and accountability of actions to ensure proper service.
 - Learns to investigate and recommend courses of actions to management on issues related to utilities.
 - Learns to prepare clear, technically sound, and comprehensive reports containing findings, conclusions and recommendations.
 - Learns to conduct inspections of financial transactions and records to ensure department regulations and accounting procedures are observed.
 - Learns to analyze operational and technical plans submitted by utilities and cable companies to ensure compliance with State and federal laws.
 - Reviews accounting reports and prepares statistical calculations, charts, graphs, and analyses, as needed.
 - Learns to process filings and other divisional work in the division.
 - Maintains 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 credit in any combination of Accounting, Business Administration, Economics, or Finance courses.

ADVANCEMENT

Appointees who successfully complete the twelve (12) month training period will be eligible for advancement to the following title based on the track, under Civil Service Commission procedures: Accountant 3, Auditor 1, Auditor 3 Taxation, Financial Examiner, Municipal Finance Auditor 3, or Administrative Analyst 1, Fiscal Management.

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 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.

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.

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 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**

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

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