



**State of New Jersey
Board of Public Utilities**

**ANTICIPATED JOB VACANCY
REPOSTED**

****Applicants who previously applied to anticipated job vacancy 17-17 need not reapply.****

JOB POSTING #: 24-17

DATE OF POSTING: August 17, 2017

DATE OF CLOSING: September 7, 2017

TITLE: Accountant 1

SALARY: \$59,031.79 – \$83,803.57

EXISTING VACANCIES: One (1)

DIVISION/LOCATION: Board of Public Utilities
Division of Energy

GENERAL DESCRIPTION: Under the direction of a supervisor in the Division of Energy, supervises the work of an accounting unit, or, personally is responsible for a complex accounting program; does related work as required.

JOB RESPONSIBILITIES:

- Supervises the accounting and technical work in the bureau. Reviews staff reports and drafts prepared for management.
- Responsible for timely completion of work assignments in accordance with Board policy and the New Jersey Administrative Code.
- Participates in formal or informal conferences, meetings and hearings with staff, attorneys, and other representatives of public or private organizations, utilities, stakeholders, and other entities.
- Prepare agenda packages and other internal BPU documents and supporting papers for positions.

- Analyze financial information and policy considerations for utilities as assigned.
- Train subordinate personnel and guide them when problems occur in their assignments.
- Reply to written and oral requests for information as assigned by the Director of the Division.
- Completion of special assignments, as assigned by supervisor.
- Maintain files and records.

REQUIREMENTS: Graduation from an accredited college with a Bachelor's degree, including or supplemented by twenty-one (21) semester credit hours in professional accounting courses (which may include courses in municipal and government accounting).

NOTE: Possession of a valid Certificate as a Certified Public Accountant or Registration as a Public Accountant issued by the New Jersey State Board of Accountancy may be substituted for the required degree in accounting.

EXPERIENCE: Three (3) years of professional accounting or auditing experience.

NOTE: Applicants who have successfully completed the required 21 semester credit hours in accounting as specified above may substitute additional experience for the remaining education as indicated on a year for year basis.

OPEN TO THE FOLLOWING: Open to current State employees serving in a permanent capacity who meets the requirements stated above.

The State of New Jersey is an Equal Opportunity Employer.

PLEASE FORWARD RESUMES VIA MAIL OR EMAIL:

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