



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

**ANTICIPATED JOB VACANCY**

**JOB POSTING #: 17-15**

**DATE OF POSTING:** February 25, 2015

**DATE OF CLOSING:** March 3, 2015

**TITLE:** Director, Division of Audits

**SALARY:** Commensurate with Experience

**EXISTING VACANCIES:** One (1)

**DIVISION/LOCATION:** Board of Public Utilities  
Division of Audits

**DESCRIPTION:** Manage the day to day operation of the Division under the direction of the Executive Director. Is responsible for developing and implementing audit and office procedures; directs work programs and coordinates all work functions. Personally assigns and supervises special assignments; reports of a confidential nature and the preparation of confidential reports for the Commissioners; does related work as required.

Directs, plans, organizes, coordinates, supervised and has charge of the auditing work involved in the systematic examination and appraisal of financial records, financial and management reports, policies, practices, and the preparation of reports reflecting the financial condition and operating procedures of public utilities subject to the jurisdiction of the New Jersey Board of Public Utilities.

Establishes schedules, priorities, and deadlines for regular and special audit assignments for the Audits Division. Determines program emphasis and operating guidelines and coordinates activities of subordinate managers and supervisors relating to such matters as organizational structure, performance standards, work review, and reporting requirements in order to achieve goals and objectives establishes by senior agency management. Defines audit objectives.

Provides policy level advice and technical support to the Board Commissioners and Senior Management for all audit related matters. Represents the Board before other New Jersey State agencies, as well as other state and federal jurisdictions.

Maintains liaison and cooperative working relationships within and outside the organization for the purpose of planning and executing the overall auditing program.

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree in Accounting, Economics, Engineering or Business Administration.

Possession of a valid license as a Certified Public Accountant issued by the New Jersey State Board of Accountancy may be substituted for the Bachelor's degree in accounting.

**EXPERIENCE:** Six (6) years of professional experiences involving the installation, operation or auditing of systems of accounts, three years of which shall have included supervisory and regulatory experience in utility accounting and/or utility auditing.

Demonstrated managerial skills, including such factors as interpersonal skills, decision-making, problem analysis and creative thinking, administrative judgment, delegation, managerial or financial control, interdepartmental cooperation/liaison, development of subordinates and organizational awareness are required. Good communication skills and leadership skills necessary.

**OPEN TO THE FOLLOWING:** All NJ Residents

**NOTE: 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. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

**The State of New Jersey is an Equal Opportunity Employer.**

**PLEASE FORWARD RESUMES VIA MAIL OR EMAIL:**

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