



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****

REVISED 1/11/2024

POSTING NO.: 01-2024

EXISTING VACANCIES: One (1)

TITLE: Administrative Analyst 1

OPENING DATE: January 9, 2024

SALARY: \$54,906.96 – \$77,527.65

CLOSING DATE: January 30, 2024

WORKWEEK: 35 hours (NE)

DIVISION/LOCATION: Office of Budget
& Finance

At the New Jersey Board of Public Utilities (“Board” or “BPU”), 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 close supervision of an Administrative Analyst 4 or other supervisor in the Office of Budget & Finance, assists as part of a team or task force in the review, analysis, and appraisal of current department administrative procedures, organization, and performance, and helps prepare recommendations for changes and/or revisions; does other related duties as required.

WORK RESPONSIBILITIES

- Responsible for the processing of payment vouchers.
- Enter DPA, Memberships, Waivers on NCFS/MACS-E system in accordance with State regulations and procedures.
- Enter and Approve requisitions on NJStart and MACS-E.
- Responsible for accessing the accounting system on a daily basis to verify that payments made against the purchase orders are satisfied.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Maintain records and files.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: One (1) year of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for recommendation, planning, and/or implementation of improvements in a business or government agency.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

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.

WORK AUTHORIZATION: Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. The State of New Jersey does not provide sponsorships for citizenships or Visas to the United States.

OPEN TO THE FOLLOWING: Open to current State employees with permanent status in the competitive division, who meet the requirements and experience stated above.

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.