



# BOARD OF PUBLIC UTILITIES

## NOTICE OF VACANCY



<b>POSTING: 08 – 2026</b>	<b>OPENING DATE: FEBRUARY 6, 2026</b>	<b>CLOSING DATE: FEBRUARY 27, 2026</b>
<b>TITLE: CHIEF FISCAL OFFICER (CFO)</b> <b>(SES/GOV. REP. 1)</b>	<b>WORKWEEK: 35 HOURS (NL)</b>	<b>EXISTING VACANCIES: 1</b>
<b>SALARY: \$150,000.00 - \$153,000.00</b>	<b>DIVISION/OFFICE: OFFICE OF BUDGET &amp; FINANCE</b>	
<b>OPEN TO: GENERAL PUBLIC</b>		

### GENERAL DESCRIPTION

The CFO plans, directs and manages the Board's overall financial plans and policies, under the oversight of the Chief of Staff or other supervisory officials. This position ensures the efficiency of the Board's financial operations and develops and coordinates necessary and appropriate accounting and statistical data.

### WORK RESPONSIBILITIES

Manages ongoing analysis and reporting of agency operations. Provide accurate financial statements to agency management; conduct and manage ad hoc analyses as needed to inform decision-making. Evaluates expenditures to ensure compliance. Coordinate with Treasury, OMB, and agency staff to ensure sufficient agency funding as well as compliance with State Budget policy and deadlines. Ensures the Board complies with various reporting requirements of Federal State and local agencies. Responsible for developing standard operating procedures and training on state contract management of agency contracts. Maintains detailed awareness of the financial affairs of the Board and ensures timely, accurate reporting of financial information. Serves as the point of contact on any financial audits. Supervises preparation of the annual budget and its interface with operational programs. Translates the strategic and tactical business plans into financial, strategic, and operational plans. Collaborates with various contract managers in a support role on fiscal requirements, budget tracking, and document retention. Responsible for overseeing the uploading of invoices into the CoreIMS system for CEP-related expenditures. Responsible for collaborating with contract managers and Directors to provide an accounting of funds processed by fiscal/managed by the state. Provides monthly updates on fiscal payments as well as budget forecasting. Interface with the team on the development of Agency and program-specific budgeting. Evaluates and advises on the impact of long-range planning of new programs/strategies and regulatory action as those items impact the financial resources of the Board. Performs or approves fiscal transactions and other tasks using the NJFS system, including maintenance of appropriate accounts, revenue credits, purchase orders and payments, funding transfers, accounting classifications, audit support, and related functions. Manages federal grant appropriations and accounting functions, including accounts payable, funding drawdowns, and federal reporting requirements.

### REQUIREMENTS

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

Possession of a valid Certificate as a Certified Public Accountant issued by the New Jersey State Board of Accountancy may be substituted for a Bachelor's degree with twenty-one (21) credit hours in accounting subjects.

**NOTE:** Applicants who do not possess a Bachelor's degree but who do possess twenty-one (21) semester-hour credits in accounting may substitute the remaining education with experience as indicated above on a year-for-year basis.

**EXPERIENCE:** Ten (10) years of experience in a complex fiscal program which shall have included financial and business experience and responsibilities for budgeting and accounting, four (4) years of which shall have been in a supervisory capacity.

Demonstrated managerial skills, including such factors as strong 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 and leadership skills are necessary.

**RESUME NOTE:** Eligibility determination will be based upon information presented on the resume and/or education documents provided. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

## GENERAL INFORMATION

**BENEFITS:** The State of New Jersey offers a variety of employee benefits statewide, including:

- Health and Dental Benefit Plans
- Prescription Drug Plan
- Vision Care Reimbursement
- Deferred Compensation
- 12 Vacation Days, 15 Sick Days, 3 Administrative Leave Days
- 13 Paid Holidays
- Telework available for some positions\* (*Pursuant to the BPU's policy, procedures, and/or guidelines.*)
- Flexible and Health Savings Accounts
- Public Student Loan Forgiveness
- Paid Leave for Military Training

**HOURS OF WORK:** The hours of work for this position are Monday through Friday from 9:00 a.m. to 5:00 p.m. All No Limit (NL) titles will be required to perform work beyond the stated hours of work as needed, in compliance with applicable collective bargaining agreements and laws.

**STATE AS A MODEL EMPLOYER (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. [The SAME program allows candidates, who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program and the Fast Track Hiring program, please \[click here\]\(#\) if you have any questions, please email, or call the contact as indicated on the job vacancy announcement.](#)

**TELEWORK:** This position may be eligible to participate in the Department's pilot Telework Program/Policy, which offers eligible employees the opportunity to work remotely up to two (2) days per week, if approved by Management per operational needs, subject to all requirements of the Department's Telework Program/Policy. For questions regarding Telework eligibility, please ask during the interview process if selected for an interview.

**WORK AUTHORIZATION:** In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment verification forms upon hire. 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.

**RESIDENCY REQUIREMENTS:** The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70) effective September 1, 2011, contains new residency requirements for public officers and employees, unless exempted under the law. Current, new, or prospective employees should be aware of the following: *Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for the State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011, or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position, or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position, or employment. For more information, visit: <https://www.nj.gov/labor/research-info/njfirst.shtml>*

**APPLICATION INSTRUCTIONS:** Submissions must be received in time to the email address listed below to be considered.

**Failure to submit all required documents may result in an ineligibility determination.** Interviews will be granted based on the resume.

If you are qualified, please submit the documents listed below by 5:00 pm on the closing date of this vacancy:

- Cover letter/letter of interest indicating the posting number
- A current resume
- Proof of degree (a copy of your final official/unofficial transcripts and/or foreign degree evaluation)
- Writing Sample
- A complete [State of NJ Employment Application](#) and [Personal Relationships Disclosure Form](#)

**All documents must be submitted via email at [humanresources@bpu.nj.gov](mailto:humanresources@bpu.nj.gov) (Subject line must include the specific job posting number).**