



BOARD OF PUBLIC UTILITIES NOTICE OF VACANCY



POSTING: 24-2026	OPENING DATE: APRIL 22, 2026	CLOSING DATE: JUNE 12, 2026
TITLE: BUREAU CHIEF, BUDGET & PROCUREMENT	WORKWEEK: 35 HOURS (NL)	EXISTING VACANCIES: 1
SALARY: \$130,000.00 - \$135,000.00	DIVISION/OFFICE: DIVISION OF CLEAN ENERGY	

OPEN TO: GENERAL PUBLIC

GENERAL DESCRIPTION

Under supervision of a supervisory official in the Division of Clean Energy, the Bureau Chief will oversee the technical work involved in budget analysis and procurements of the division. The Bureau Chief will work closely with the Office of Budget and Finance to diligently ensure successful implementation of fiscal, budget, and administrative matters as they relate to the division's programs. The successful candidate must be extremely organized and feel confident working with numbers.

WORK RESPONSIBILITIES

Supervise staff responsible for preparing and managing the budget and procurements in the Division of Clean Energy. Oversee and participate in the development of annual budgets, goals, as well as financial objectives, program performance indicators, and progress tracking metrics for various Clean Energy programs. Oversee QA/QC of program invoices. Coordinate with Treasury, Division Director, and the Chief Fiscal Officer to manage the procurement and contract needs of the Division. Oversee and participate in the preparation of compliance filings, memos, Board Orders, Reports, RFPs/RFOs, and other documents. Review requests for the transfer and allocation of funds, determine the factual basis for such requests, and prepare appropriate recommendations for the use of division and agency leadership. Oversee and participate in the monitoring of budgets to ensure that all spending, reporting, and compliance requirements are met. Oversee and participate in identifying and resolving any issues related to payment processing and budget reconciliation. Participate in regular budget meetings with the Program Administrator and contract managers to receive updates on the status of programs and funding. Work closely with the Office of Budget and Finance to identify funding sources for existing or potential new programs. Oversee and participate in data collection and preparation of reports, so it can be used by the Program Administrator to reconcile program expenses. Assist with policy planning, review, and analysis on clean energy issues.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a bachelor's degree in accounting, Finance, Business Management or another related field. An advanced degree is preferred.

EXPERIENCE: Eight (8) to Ten (10) years of professional experience involving the review, analysis, and evaluation of budgets, and procurement which shall have included financial and business experience and responsibilities for budgeting and accounting. Candidates with prior supervisor experience is preferred.

NOTE: 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/liason, development of subordinates and organizational awareness are required. Good communication skills 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 4:00 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 (Subject line must include the specific job posting number).