

## Career Pathway Spotlight

# Discover a Career in Business Administration



## Discover your career in energy!

Business administration professionals keep energy companies running on schedule and on budget across every phase of work.

### Finance and Accounting

Accountants and finance professionals track every dollar that moves across energy projects, trading floors, and regulated utilities. They reconcile costs, file regulatory reports, support audits, and turn raw transactions into the financial story leaders rely on each quarter.

### Project and Program Management

Project managers run the schedules, budgets, and teams that bring large energy initiatives to life — from new solar farms and substations to enterprise software rollouts. They keep work moving, manage risk, and report progress to executives and partners.

### Supply Chain and Procurement

Supply chain and procurement specialists source the transformers, turbines, pipe, and software that energy companies depend on. They negotiate contracts, manage vendor relationships, track inventory, and keep critical materials moving even when global supply chains tighten unexpectedly.

## CAREER PATH

### Start with:

- » A high school diploma or GED

### Get Educated:

- » A bachelor's degree in business, accounting, or finance
- » An employer or military business pathway
  - Utility, oil and gas, or developer rotations across finance and operations
  - Military comptroller, logistics, or acquisitions roles

### Specialize With:

#### Certificates or credentials

- » Certified Public Accountant (CPA)
- » Project Management Professional (PMP)
- » Certified Supply Chain Professional (CSCP)

#### Knowledge in:

- » Financial planning and accounting
- » Project and program management
- » Supplier diversity and sustainability
- » Risk management and compliance
- » Data analytics

## OCCUPATIONAL SKILLS

- » Strong analytical thinking and problem-solving abilities
- » Clear written and verbal communication skills
- » Sharp attention to detail and accuracy in your work
- » Strong time management and the ability to meet deadlines
- » Collaboration across diverse teams, partners, and disciplines
- » Adaptability in a fast-changing energy industry
- » Comfort with numbers, data, and reporting tools

## BENEFITS

### These energy industry careers offer:

- » Competitive professional salaries with strong demand across energy firms
- » Employer-sponsored health, dental, and vision insurance
- » 401(k) or pension retirement plans
- » Support for graduate education, certifications, and continuing professional development
- » Meaningful work supporting the entire energy supply chain

# What Might You Do In Business Administration?

## ENTRY LEVEL

1-4 years

### What you will do:

- » Preparing expense reports and budget reconciliations under supervision
- » Tracking project schedules, action items, and status updates for the project team
- » Issuing purchase orders, receiving materials, and updating vendor records in the system
- » Building spreadsheets and dashboards for budgets, schedules, and inventory
- » Supporting audits, vendor onboarding, and basic compliance and reporting tasks
- » Maintaining records in enterprise resource planning (ERP) and project management tools

## MID- CAREER

5-8 years

- » Independently running project schedules and managing account information
- » Building budgets, forecasts, and contract pricing models for new energy projects
- » Managing vendor relationships, contract change orders, and project risk registers
- » Preparing regulatory filings, audit packages, and executive status reports for senior leadership
- » Coordinating across engineering, legal, operations, finance, and external project partners
- » Training entry-level staff and reviewing their work across business functions

## EXPERIENCED

8+ years

- » Overseeing teams across multiple business units
- » Setting policies and controls across budgeting, project delivery, and sourcing
- » Leading major capital projects, contract negotiations, and strategic vendor partnerships
- » Driving automation, analytics, and process improvement across the entire function
- » Mentoring mid-career staff and shaping recruiting, training, and succession planning programs
- » Briefing executives, regulators, and the board on financial and operational results

### What knowledge, skills and abilities will you need to succeed?

- » Strong organizational and time management skills
- » Listen and follow directions from senior staff and supervisors
- » Strong foundation in math, accounting, and spreadsheets
- » Comfort with enterprise resource planning (ERP) and project management software
- » Attention to detail when entering, reconciling, and reporting data
- » Clear communication and teamwork abilities
- » Eagerness to pursue certifications such as CPA, PMP, or CSCP
- » Active CPA, PMP, or CSCP credential
- » Working knowledge of project management methodology and procurement best practices
- » Fluency in project and contract management software
- » Clear communication across operations, legal, finance, and external partners
- » Ability to manage multiple deadlines and competing priorities under pressure
- » Familiarity with energy industry regulations and reporting frameworks
- » Deep expertise across finance, management, and operational strategy
- » Leadership and people-management skills for running cross-functional teams
- » Strategic communication with executives, regulators, and partners
- » Strong financial judgment for capital, contract, and sourcing decisions
- » Mastery of change management as the energy industry evolves
- » Senior credentials such as CPA, PMP, CSCP, or MBA

## GET PAID!

For salary information on Business Administration roles, please refer back to the Get Into Energy Explorer.

Get Into Energy Explorer



## ENERGY INDUSTRY CAREERS OFFER:

- » Excellent salaries
- » Opportunities for advancement
- » Job growth & stability
- » Professional development and training
- » Great benefits

Scan to view our Job Board