



DATE: NOVEMBER 2022

## Program Specialist I/II – Energy and Sustainability

### **POSITION OVERVIEW**

Under direct to general supervision, provides support for programs including preparing payment requests and billings for projects; coordinates assigned activities with other departments and staff, member agencies, other regional and government agencies, and the public; and performs related duties as assigned.

### **JOB DUTIES**

*In addition to the job duties outlined in the **Program Specialist I-II** classification specification, the following are typical duties performed within this assignment. The duties specified below are representative of the nature and level of duties of this assignment and are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar and related to this position. Management reserves the right to add, modify, change, or rescind the work assignments of different positions.*

- Receives, reviews, and prepares payment requests; codes requests in accordance with established chart of accounts; maintains logs of requests.
- Prepares and submits billings to member agencies and county, state, and federal agencies as appropriate.
- Monitors and tracks grant revenues and expenditures; prepares and submits progress reports to funding and/or government agencies.
- Assists with tracking program budgets and projects.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Terminology and practices of accounting document processing and record keeping, including accounts payable, accounts receivable, and/or grants administration.

#### **Ability to:**

- Perform detailed and technical accounting and administrative support work accurately and in a timely manner.

#### **Minimum Qualifications**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Program Specialist I/II – Energy and Sustainability: Equivalent to completion of the twelfth (12th) grade supplemented by college-level coursework in accounting, finance, public or business administration, or a field related.

Program Specialist I – Energy and Sustainability: One (1) year of experience performing clerical or technical accounting and/or administrative support work.

Program Specialist II – Energy and Sustainability: Three (3) years of increasingly responsible experience performing technical accounting and/or administrative support work.