

PROGRAM SPECIALIST I / II - Coachella Valley Association of Governments (CVAG)
- (Position grade: \$55,758 - \$83,149(I) / \$61,536 - \$91,671(II) annually depending on qualifications, plus a generous paid benefits package including PPO/HMO). Full-time position. Under the supervision of the Energy and Sustainability Director, performs detailed and technical accounting and administrative support for the department. Have good knowledge of office practices and procedures, including accounts payable/receivable, grants administration, organization, records management and operation of computers and standard office equipment. Familiarity with the Microsoft Office Suite a must. Ability to speak Spanish is desirable. **REQUIREMENTS:** Equivalent to completion of the twelfth grade including or supplemented by college-level coursework in accounting, finance, public or business administration or related field. **APPLY BY:** Open until filled with first review on January 20, 2023. **CVAG application, resume, and cover letter required.** Application and full job description may be obtained at: <https://www.cvag.org/employment.htm> or by calling (760) 346-1127.