

## Updated Job Description Summaries with Salary Ranges 9.1.10

### **Accountant 1**

Under supervision, Accountant 1 performs routine clerical budget reporting, monthly bookkeeping, and bank deposits, for the SBCCOG/SBESC. Duties include handling normal cash, billing/vendor invoicing, and receipting activities (including grant accounting), accrual entries, preparation of standard reports as well as progress reports to partnering agencies.

#### *Requirements-*

Tier 1: 48,000 - 56,000: 1 – 3 yrs professional accounting experience, proficiency in MS Office and accounting software, such as QuickBooks, college-level coursework in finance, accounting, or business administration, or a related field

Tier 2: 56,000 - 64,000: 3 – 5 yrs professional accounting experience, proficiency in MS Office and accounting software, such as QuickBooks, college-level coursework in finance, accounting, or business administration, or a related field

Tier 3: 64,000 - 72,000: 5 – 7 yrs professional accounting experience, proficiency in MS Office and accounting software, such as QuickBooks, Associate Degree in finance, accounting or business administration, or a related field

### **Accountant 2**

The Accountant 2 performs budget reporting, monthly bookkeeping, and payroll services for the SBCCOG/SBESC. Duties include normal cash, billing/vendor invoicing, and receipting activities (including grant accounting), accrual entries, coordinates internal and external audits to ensure conformance with internal/external accounting procedures, preparation of standard reports as well as progress reports to partnering agencies.

#### *Requirements-*

Tier 1: 57,000 - 65,000: 1 – 3 yrs professional accounting experience, preferably in a government agency proficiency in MS Office and accounting software, such as QuickBooks, Bachelor's Degree in finance, accounting, or business administration, or a related field, or an equivalent combination of training and experience

Tier 2: 65,000 - 73,000: 3 – 5 yrs professional accounting experience, preferably in a government agency, proficiency in MS Office and accounting software, such as QuickBooks, Bachelor's Degree in finance, accounting, or business administration, or a related field, or an equivalent combination of training and experience

Tier 3: 73,000 - 81,000: 5 – 7 yrs professional accounting experience, preferably in a government agency, proficiency in MS Office and accounting software, such as QuickBooks, Bachelor's Degree in finance, accounting, or business administration, or a related field, or an equivalent combination of training and experience

### **Accounting Manager**

The Accounting Manager plans, manages, and controls the SBCCOG/SBESC general accounting functions within GASB standards, including many or all of the following functions: general ledger accounting, budgeting, internal auditing, fund accounting, accounts payable, accounts receivable, billing, payroll, and related accounting services. Supervises professional and/or technical accounting

staff, prepares a variety of statutory and internal and external accounting reports, and manages internal and external audits to ensure conformance with internal and external accounting procedures.

*Requirements-*

Tier 1: 66,000 - 74,000: 1 – 3 yrs professional accounting experience, preferably in a government agency proficiency in MS Office and accounting software, such as QuickBooks, Bachelor's Degree in finance, accounting, or business administration, or a related field, or an equivalent combination of training and experience

Tier 2: 74,000 - 82,000: 3 – 5 yrs professional accounting experience, preferably in a government agency proficiency in MS Office and accounting software, such as QuickBooks, Bachelor's Degree in finance, accounting, or business administration, or a related field, or an equivalent combination of training and experience

Tier 3: 82,000 - 90,000: 5 – 7 yrs professional accounting experience, preferably in a government agency proficiency in MS Office and accounting software, such as QuickBooks, Bachelor's Degree in finance, accounting, or business administration, or a related field, or an equivalent combination of training and experience

**Administrative Assistant, Programs and Operations**

Under direction of the Program Manager, the assistant performs specific duties within the areas assigned. This person is responsible for tending to all the duties associated with the Reception Desk, assisting with clerical assignments for management, such as meeting logistics, data entry and reporting, and managing calendars.

*Requirements-*

Tier 1: 30,000 - 35,000: 1 - 3 yrs experience, strong verbal and written communication skills, proficiency in MS Office and browser-based research, experience with database/contact management software helpful, High School diploma, related credentials a plus

Tier 2: 35,000 - 40,000: 3 - 5 yrs experience, strong verbal and written communication skills, proficiency in MS Office and browser-based research, experience with database/contact management software required, Associate Degree in related field or related completed course work

Tier 3: 40,000 - 45,000: 5 - 7 yrs experience, strong verbal and written communication skills, proficiency in MS Office and browser-based research, experience with database/contact management software required, Associate Degree in related field or related completed course work

**Environmental Programs Analyst 1**

The Environmental Programs Analyst 1 is a responsible for being a dedicated resource, with directly applicable skills and experience, for the duration of a program contract or grant. This person is responsible for program planning and implementation, as well as partner coordination.

*Requirements-*

Tier 1: 57,000 - 64,000: 1 – 3 yrs relevant experience, proficiency in MS Office suite, strong verbal and written communication skills, contact management and project management software, Bachelors Degree, related credentials or certifications a plus

Tier 2: 64,000 - 71,000: 3 – 5 yrs relevant experience, may provide assistance in preparation of grant applications and RFP/RFQ, proficiency in MS Office suite, strong verbal and written communication skills, strong contact management and project management skills, Bachelors Degree, program-related credentials or certifications

Tier 3: 71,000 - 78,000: 5 – 7 yrs relevant experience, may provide assistance in preparation grant applications and RFP/RFQ, proficiency in MS Office suite, strong verbal and written communication skills, strong contact management and project management skills, Bachelors Degree, program-related credentials or certifications

### **Environmental Programs Analyst 2**

The Environmental Programs Analyst 2 is a responsible for being a dedicated resource, with directly applicable skills and experience, for the duration of a program contract or grant. This person is responsible for program planning and implementation, direct partner coordination, and interaction with Board members, government officials, professional and technical colleagues.

#### *Requirements-*

Tier 1: 78,000 - 85,000: 1 – 3 yrs relevant experience, grant applications and RFP/RFQ, proficiency in MS Office suite, strong verbal and written communication skills, contact management and project management software, Bachelors Degree, related credentials or certifications a plus

Tier 2: 85,000 - 92,000: 3 – 5 yrs relevant experience, grant applications and RFP/RFQ, proficiency in MS Office suite, strong verbal and written communication skills, strong contact management and project management skills, Bachelors Degree, program-related credentials or certifications

Tier 3: 92,000 - 99,000: 5 – 7 yrs relevant experience, grant applications and RFP/RFQ , proficiency in MS Office suite, strong verbal and written communication skills, strong contact management and project management skills, Bachelors Degree, program-related credentials or certifications, related advanced degree coursework a plus

### **Environmental Services Analyst 1**

The Environmental Services Analyst 1 is responsible for basic-level coordination of general program projects, field work, events, workshops, outreach, and office support. This position may have an additional area or areas of focus, such as: volunteer program, marketing, public relations, reporting, or speaking engagements.

#### *Requirements-*

Tier 1: 42,000 - 47,000: 1 – 3 yrs relevant experience, proficiency in MS Office suite, High School diploma

Tier 2: 47,000 - 52,000: 3 – 5 yrs relevant experience, proficiency in MS Office suite, strong verbal and written communication skills, High School diploma

Tier 3: 52,000 - 57,000: 5 – 7 yrs relevant experience, proficiency in MS Office suite, strong verbal and written communication skills, contact management and project management software, Associate Degree, or additional years experience in lieu of degree

### **Environmental Services Analyst 2**

The Environmental Services Analyst 2 is responsible for advanced-level coordination of general program projects, field work, events, workshops, outreach, and office support. This position will have additional areas of focus, such as: volunteer program, marketing, public relations, reporting, or speaking engagements, as well as partner engagement responsibilities.

#### *Requirements-*

Tier 1: 57,000 - 62,000: 1 – 3 yrs relevant experience, proficiency in MS Office suite, strong verbal and written communication skills, contact management and project management software, Associate Degree, related credentials or certifications a plus

Tier 2: 62,000 - 67,000: 3 – 5 yrs relevant experience, proficiency in MS Office suite, strong verbal and written communication skills, strong contact management and project management skills, Associate Degree, program-related credentials or certifications

Tier 3: 67,000 - 72,000: 5 – 7 yrs relevant experience, proficiency in MS Office suite, strong verbal and written communication skills, strong contact management and project management skills, Associate Degree, Bachelor's Degree preferred, program-related credentials or certifications, related advanced degree coursework a plus

### **Operations Manager 1**

The Operations Manager 1 is responsible for providing basic office-wide management of resources, infrastructure, and processes in support of continuously improving productivity and program delivery.

This includes HR, Recruiting, IT infrastructure, and software systems.

#### *Requirements-*

Tier 1: 63,000 - 73,000: 1 – 3 yrs relevant experience, proficiency in MS Office suite, contact management and project management software, Associate Degree

Tier 2: 73,000 - 83,000: 3 – 5 yrs relevant experience, proficiency in MS Office suite, strong contact management and project management skills, Associate Degree

Tier 3: 83,000 - 93,000: 5 – 7 yrs relevant experience, proficiency in MS Office suite, strong contact management and project management skills, Bachelor's Degree

### **Operations Manager 2**

The Operations Manager 2 is responsible for providing office-wide management and planning of resources, infrastructure, and processes in support of continuously improving productivity and program delivery. In addition to responsibilities in HR, Recruiting, IT infrastructure, and software systems, this position may have additional areas of focus, such as: budgeting/resource allocation, program management, marketing, public relations, and reporting, as well as responding to partner and board inquiries as needed.

#### *Requirements-*

Tier 1: 75,000 - 85,000: 1 – 3 yrs relevant experience, proficiency in MS Office suite, strong verbal and written communication skills, contact management and project management software, Bachelors Degree, industry-related credentials or certifications a plus

Tier 2: 85,000 - 95,000: 3 – 5 yrs relevant experience, proficiency in MS Office suite, strong verbal and written communication skills, strong contact management and project management skills, Bachelors Degree, industry-related credentials or certifications a plus

Tier 3: 95,000 - 105,000: 5 – 7 yrs relevant experience, proficiency in MS Office suite, strong verbal and written communication skills, strong contact management and project management skills, Bachelors Degree, industry-related credentials or certifications a plus

### **Operations Manager 3**

The Operations Manager 3 is responsible for providing office-wide management and planning of resources, infrastructure, and processes in support of continuously improving productivity and program delivery. In addition to responsibilities in HR, Training & Development, Recruiting, IT infrastructure, and software systems, this position has additional areas of focus, such as: budgeting/resource allocation, program management, marketing, public relations, and reporting, as well as partner engagement responsibilities and interaction with Board members, government officials, professional and technical colleagues.

#### *Requirements-*

Tier 1: 87,000 - 97,000: 1 – 3 yrs relevant experience, proficiency in MS Office suite, strong verbal and written communication skills, contact management and project management software, Bachelors Degree, industry-related credentials or certifications a plus

Tier 2: 97,000 - 107,000: 3 – 5 yrs relevant experience, proficiency in MS Office suite, strong verbal and written communication skills, strong contact management and project management skills, Bachelors Degree, advanced degree coursework a plus,, industry-related credentials or certifications a plus

Tier 3: 107,000 - 117,000: 5 – 7 yrs relevant experience, proficiency in MS Office suite, strong verbal and written communication skills, strong contact management and project management skills, Bachelors Degree, advanced degree coursework a plus,, industry-related credentials or certifications a plus

### **Program Manager 1**

The Program Manager 1 is responsible for managing a portfolio of programs that drive hard energy and water savings, in conjunction with partners, for public agencies, businesses and residents. Primary liaison for senior-level program partners. Responsible for directing program staff and key contract resources on implementation and management of program activities in conjunction with operations and accounting personnel. Reviews additional contracts, grants and funding opportunities.

#### *Requirements-*

Tier 1: 72,000 - 80,000: 1 – 3 yrs relevant experience, proficiency in MS Office suite, strong verbal and written communication skills, Bachelors Degree

Tier 2: 80,000 - 88,000: 3 – 5 yrs relevant experience, proficiency in MS Office suite, strong verbal and written communication skills, Bachelors Degree

Tier 3: 88,000 - 96,000: 5 – 7 yrs relevant experience, proficiency in MS Office suite, strong verbal and written communication skills, Bachelors Degree

### **Program Manager 2**

The Program Manager 2 is responsible for managing and expanding a portfolio of programs that drive hard energy and water savings, in conjunction with partners, for public agencies, businesses and

residents. Primary liaison for senior-level program partners and chief public liaison. Responsible for directing program staff and key contract resources on implementation and management of program activities. Leads the pursuit of additional contracts, grants and funding opportunities and representing the SBESC in a public capacity.

*Requirements-*

Tier 1: 84,000 - 92,000: 1 – 3 yrs relevant experience, proficiency in MS Office suite, strong verbal and written communication skills, contact management and project management software, Bachelors Degree, industry-related credentials or certifications a plus

Tier 2: 92,000 - 100,000: 3 – 5 yrs relevant experience, proficiency in MS Office suite, strong verbal and written communication skills, strong contact management and project management skills, Bachelors Degree, industry-related credentials or certifications a plus

Tier 3: 100,000 - 108,000: 5 – 7 yrs relevant experience, proficiency in MS Office suite, strong verbal and written communication skills, strong contact management and project management skills, Bachelors Degree, industry-related credentials or certifications a plus

**Program Manager 3**

The Program Manager 3 is responsible for managing and expanding a portfolio of programs that drive hard energy and water savings, in conjunction with partners, for public agencies, businesses and residents. Primary liaison for senior-level program partners and chief public liaison. Responsible for directing program staff and key contract resources on implementation and management of program activities. Leads the pursuit of additional contracts, grants and funding opportunities, development and maintenance of public agencies and local stakeholder groups, and positioning as expert in areas of federal, state and local energy and water programs, and represents SBESC in public capacity.

*Requirements-*

Tier 1: 96,000 - 104,000: 1 – 3 yrs relevant experience, proficiency in MS Office suite, strong verbal and written communication skills, contact management and project management software, Bachelors Degree, industry-related credentials or certifications a plus

Tier 2: 104,000 - 112,000: 3 – 5 yrs relevant experience, proficiency in MS Office suite, strong verbal and written communication skills, strong contact management and project management skills, Bachelors Degree, related advanced degree coursework a plus, industry-related credentials or certifications a plus

Tier 3: 112,000 - 120,000: 5 – 7 yrs relevant experience, proficiency in MS Office suite, strong verbal and written communication skills, strong contact management and project management skills, Bachelors Degree, related advanced degree coursework a plus, industry-related credentials or certifications a plus