



## Position Description – Resource Accounting

Office of Sustainability

Start Date: July 1, 2015

End Date: June 2016

Compensation: \$12.00/hr, 15 hours per week

Application Due: May 19, 2015

### Job Summary:

- Enter utility bills into database;
- Analyze data and create charts and reports from utility software and Excel;
- Provide administrative and accounting support for Student Environmental Sustainability Fund;
- Data gathering and reporting on STARS (Sustainability Tracking and Rating System);
- Greenhouse gas emission data gathering and entry;
- Write and edit reports regarding the College's resource consumption.
- Attendance at Camp Casey Leadership Retreat June 23<sup>rd</sup>-26<sup>th</sup> on Whidbey Island.

### Minimum qualifications:

- At least 1 year of experience in project coordination (initiating, problem-solving, and completing a project);
- At least 1 year of experience using Microsoft Office products: Word, Excel, Outlook;
- Demonstrated ability for attention to detail, especially for reviewing quantitative data;
- Minimum 2.7 cumulative BC college-level GPA at the time of application for the previous consecutive quarters and maintain 2.7 GPA throughout employment term;
- Must be registered for a minimum of (6) BC Credits during Fall, Winter, and Spring quarters.

### Preferred qualifications:

- Demonstrated interest in sustainability (environmental, social, economic) education or programs;
- Knowledge of utility systems (power, water, transportation) and demonstrated experience problem-solving them;
- At least one year of experience gathering and interpreting quantitative data;
- At least one year of experience working with a team in a time-sensitive setting;

**REQUIRED DOCUMENTS TO SUBMIT:** To be considered for this position, applicants must meet the minimum qualifications and must submit a complete application packet which includes the following:

- Cover letter addressing how you meet the minimum qualifications (no more than 1 page).
- College transcripts (Copies and Unofficial Transcripts are acceptable)
- Resume

*If invited to an interview, you will be asked to provide the following:*

- 1 writing sample that demonstrates ability to interpret quantitative data. Does not exceed 5 pages.
- At least 2 references, 1 professional and 1 academic.

### DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

### APPLICATIONS MUST BE SUBMITTED BY EMAIL OR PAPER

EMAIL TO: [Patrick.Green@bellevuecollege.edu](mailto:Patrick.Green@bellevuecollege.edu) OR SUBMIT TO: Student Programs C212, Front Desk, Bellevue College, 3000 Landerholm Circle SE

**APPLICATION DUE DATE:** Application materials must be received in the Student Programs Front Desk by 5 p.m. on May 19, 2015 for consideration.

The successful candidate must provide proof of U.S. citizenship for eligibility for employment in the United States. We are an Equal Opportunity Employer in accordance with applicable federal and state laws and regulations. Read our [Equal Opportunity and Disability Accommodation](#) Statement.