



E Source: A Great Place to Work

E Source is a dynamic research and advisory company that's always looking for talented people. You'll find our current job openings listed below. We strive to create a collaborative, creative, and energetic work environment where you can take pride in what you do. We balance our strong work ethic with great parties, casual work attire, flexible work schedules, Eco Passes for all, and a comprehensive benefits package. In addition, we're committed to supporting the efficient and environmentally sound use of energy and other resources. (Learn how E Source is [going green!](#))



E Source is thrilled to have been selected as one of the 2008 Best Companies to Work for in Colorado. We ranked 19th in the small- to medium-sized company category.

Open positions E SOURCE IS AN EQUAL OPPORTUNITY EMPLOYER

[Administrative Assistant, Member Services](#)
[Staff Accountant](#)
[Web Developer, Creative Services](#)

Administrative Assistant, Member Services

Full time, regular, non-exempt (#300-13)

This entry-level position supports the Member Services department at E Source, including the Fulfillment & Conferences team. You'll perform a broad range of clerical and administrative tasks and handle some project work as well, with duties varying by project.

Key Duties and Responsibilities

- Helps other administrative assistant with scheduling and troubleshooting web conferences, including preparing post-conference audio files for the web
- Sends e-mail newsletters weekly and tracks delivery
- Maintains, monitors, and builds reports from member database
- Handles multiple tasks and manages multiple priorities simultaneously under hard deadlines
- Assists web users; logs and reports problems
- Prepares documents that support staff travel
- Assists with coordination and on-site support of E Source member events
- Prints miscellaneous marketing materials, memos, reports, and other documents
- Performs other clerical duties as needed, such as filing or photocopying
- May also be asked to do tasks outside the clerical realm, such as running errands for business purposes

Qualifications

- Associate's degree or equivalent from a two-year college or technical school; two to four years of related experience and/or training; or equivalent combination of education and experience. However, BA or BS degree is preferred.
- Solid knowledge of Microsoft Word and Excel software and familiarity with using the Internet.
- Proficiency in using standard office equipment and ability to perform computer-based tasks such as word processing and working with spreadsheets.
- To be successful in this position, a candidate must show attention to detail, possess good problem-solving skills, be willing to share expertise with others, and be able to speak clearly and persuasively in all situations. The candidate must also be a good listener, be able to request clarification as necessary, and be able to respond well to questions from others.

We offer competitive salaries and benefits in a fun and energized work environment. Our autonomous culture rewards goal-oriented professionals who enjoy meeting challenges head-on.

HOW TO APPLY

If you are interested and feel you meet the requirements for this position, please download and complete an E Source application form and send it with a cover letter and resume to jobs@esource.com with "Admin. Assist. (300-13)" in the subject line. You may also fax the information to 303-345-0004. E Source is an Equal Opportunity Employer.

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Staff Accountant

Full time, regular (#100-09)

The person in this position will work under the guidance of our accounting and finance managers and must be able to exercise discretion in all duties performed. This individual must also be able to demonstrate appropriate, informed independent judgment in applying accounting principles to organizational business matters.

Key Duties and Responsibilities

- AP: invoice entry, weekly check-run processing, follow up with vendors as needed
- AR: create and send invoices; follow up on payment status; receive/apply cash, check and credit card payments; maintain weekly AR analysis reporting
- Prepare journal entries, trial balances, cost reports, and bank reconciliations
- Carry out monthly balance sheet reconciliations
- Work with staff to ensure timely processing of their reimbursable expenses in compliance with one of the two required processes
- Provide full-cycle oversight of company credit card use, including managing information flow on company card web sites, providing timely processing of employee company card charges, and handling payment of monthly statements
- Work with the Events staff to ensure complete, accurate, and timely entry of data from our event registration site through to the accounting system; provide backup support to the Events staff as needed
- Handle oversight of process documentation, including accounting forms, records, methods, and procedures
- Support other departments within the organization as needed

Qualifications

- College graduate (a BA or BS degree) or higher-level degree, preferably in accounting
- 2 to 4 years of working in a rigorous accounting environment; audit experience a plus
- Accounting skills:
 - Experience managing a substantial general ledger system is a plus
 - Reconciliation of GL accounts
 - Financial statement preparation
- Computer skills:
 - Overall familiarity with standard Microsoft Office software
 - High-level skills with Excel and QuickBooks

HOW TO APPLY

If you are interested and feel you meet the requirements for this position, please download and complete an E Source application form and send it with a cover letter and resume to jobs@esource.com with "Staff Accountant (100-09)" in the subject line. You may also fax the information to 303-345-0004. E Source is an Equal Opportunity Employer.

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Web Developer, Creative Services

Full time, regular (#410-14)

The web developer will have primary responsibility for developing, implementing, tracking, maintaining, and updating internal- and external-facing web pages, applications, and tools for esource.com and all other web-related development projects, working independently and as a member of the Creative Services team. The web developer is also responsible for reviewing all web templates, applications, and tools for conformity with house and company style, branding, and formatting. This person will also assist in the organization of incoming web development projects and prioritization with the web manager of Creative Services and editors, as well as our group's internal and external customers, in such a way that deadlines are met and the web pages, applications, and tools delivered are the best quality possible.

Key Duties and Responsibilities

- Show consistent attention to detail and meet required deadlines.
- Develop and maintain PHP modules, HTML pages, various applications, and tools in a CMS-based web site environment for esource.com.
- Develop and maintain database structures for reporting, applications, tools, and the web site CMS.
- Assist in developing content delivery tools on multiple platforms.
- Provide project management, prioritizing of work, and multitasking for all web projects, completing all necessary documentation for project tracking and customer updates for the full product life cycle.
- Work with vendors as well as internal/external clients to identify and solve web problems to meet business needs.
- Work with manager to develop and document department web standards and processes.
- Handle ongoing development for *E Source Business Energy Advisor* as well as special requests and product maintenance.
- Remain current on graphics and web development standards and changes, including, for example, new tags, browser specifications, coding languages, graphic utilities, and programs.
- Ensure that web sites are accessible from a variety of different environments.
- Troubleshoot and repair bugs and problems.

- Perform effectively as an individual and as a cooperative and effective member of a team serving multiple internal/external clients.
- Assist in researching solutions to improve the web site, online tools, and web deliverables.
- Perform other production, design, and web-related tasks as requested by manager.

Qualifications

- College graduate (a BA or BS degree) or higher-level degree, preferably in IT or Computer Sciences, or equivalent experience.
- At least 2 years of relevant experience in web development and/or software development.
- Knowledge of and ability to edit and use current web markup or scripting languages: HTML, XHTML, CSS, PHP, JavaScript, XML, metadata, ASP, MySQL, Oracle, and XSLT.
- Demonstrates proficiency in at least one structured programming language.
- Understands advanced relational database concepts.
- Familiarity with good software architecture practices.
- Familiarity with visual graphic design for the web and for print.
- Familiarity with and ability to use web and desktop publishing/imaging applications such as Photoshop, Illustrator, Flash, Dreamweaver, Acrobat, Quark, InDesign, Excel, and XMLSpy.
- Ability to learn new Internet and authoring technologies relevant for web site development.
- Strong interpersonal and communication skills and the ability to work professionally with a wide range of constituencies in a diverse community.
- Prior project management and customer service experience a plus.
- Ability to work independently and as a member of a team.
- Attention to detail and ability to meet deadlines.

In addition to competitive salaries and benefits, E Source offers an energized, upbeat work environment. Our business culture rewards goal-oriented professionals who enjoy meeting challenges head-on.

HOW TO APPLY

If you are interested and feel you meet the requirements of this position, please download and complete an [E Source application form](#) and send it with a cover letter and any samples and/or links to sites containing your work to jobs@esource.com with "Web Developer, Creative Services (410-14)" in the subject line. You may also fax the information to 303-345-0004. E Source is an Equal Opportunity Employer.

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