Position: Data Information Specialist  
Department: Expense Management  
Reports to: Supervisor, Service Delivery

Making a World of Difference - At Ecova, we believe each individual, no matter the role, can make a difference for our clients, the environment and for themselves. Ecova is built on a strong foundation of integrity, community, leadership, persistence and urgency.

Our highest goal is to be the market leading, trusted advisor to organizations driven to maximize results, reduce expenses, manage risk and improve environmental performance. Our focus is to grow results on saving resources for our clients — from utilities to facilities. We apply data-driven insights — from demand to impact — to target inefficiencies and See More, Save More and Sustain More for our clients.

We strive to deliver results and innovation through efforts of our unparalleled people to each and every client with whom we engage. We’re on the look-out for team players to work with us in serving as an integral extension of our clients to measure, analyze and improve resource management. Come join the Ecova family… together we can Make a World of Difference.

Expense Management

Ecova’s Expense Management department is the largest in the company with over 600 employees located primarily in Spokane, WA, and Richardson, TX. The employees in Expense Management provide the service most solicited by our clients—utility bill processing and analysis—which helps them reduce their costs, improve on-time payments, and provide detail data capture with robust reporting. Using cutting edge technology our talented workforce tracks invoice data for clients with many locations across the company, consolidates all invoices into one, and ensures the correct amounts are being paid—saving valuable time and money for our clients and providing invaluable insight to better manage their energy, telecom, water and waste costs and usage.

Expense Management is the nexus of all the work done at Ecova and therefore offers a great place to start, advance, and expand in your career at Ecova. The work is fast-paced, challenging and diverse, allowing motivated employees to expand their impact while developing their own skills and capabilities.

Role Description

The Data Information Specialist supports departmental operations; responsibilities include reading and interpreting utility bills and researching account details for the data entry of on-going, resource and historical bills.

- Read and interpret utility bills and research account details for the data entry of on-going, resource and historical bills.
- Open, prep and sort incoming mail
- Work the Bills Late Arriving/Missing Bills report, Possible Interruption notices, client correspondence, select billing edits and other tasks which support the Service Delivery Department.
- This position requires someone who is capable of effectively working in a highly fluid and rapidly changing environment.

Role Competencies

- Must have solid computer skills, including familiarity with Word, Excel, Outlook and Internet
- High school diploma or GED required
- Must have 10-key by touch, with a minimum of 7500 keystrokes per hour
- Utility usage and rate schedule knowledge a plus
- Must be a team player that is detail oriented, dependable and adaptable
- Must be flexible with schedule and available for overtime work as needed
To Apply

Ecova is an equal opportunity and affirmative action employer. All qualified applicants will be considered without regard to age, race, color, national origin, ancestry, sex, sexual orientation or preference, religion, marital status, citizenship, veteran status, or physical or mental disability.

We partner with Aerotek (a leading U.S. based employment agency) to help us fill many of our Expense Management positions which include this Data Information Specialist position. To apply for this position or to learn more please email your resume to ecovajobs@aerotek.com and include the word Ecova and Job ID R11000 in the email subject heading.

Thank you for your interest in Ecova; we are excited you are exploring opportunities with us!

-Ecova Talent Acquisition Team