



**CALIFORNIA INDIAN MANPOWER CONSORTIUM, INC.**

738 North Market Boulevard  
Sacramento, California 95834  
(916) 920-0285 • 1-800-640-CIMC • (916) 641-6338 FAX  
1-800-748-5259 (TDD/Hearing Impaired)  
[www.cimcinc.org](http://www.cimcinc.org)

## JOB ANNOUNCEMENT

**POSITION:** Accountant (Open) **CLOSING DATE:** September 18, 2019

**WORKSITE:** CIMC Central Office **STARTING SALARY:** \$932.80 to \$970.40 weekly  
738 North Market Boulevard **DOE**  
Sacramento, CA 95834 **CONTACT PERSON:** Diana Alvarez  
Human Resource Manager

**RESPONSIBILITIES:** The Accountant shall be responsible for insuring the day-to-day maintenance of the general ledger is carried out in accordance with established accounting principles, policies, and objectives. Shall examine, analyze, and interpret accounting records for the purpose of giving advice and preparing statements. Shall prepare journal entries, balance accounts, and prepare accurate financial records and reports for multiple grants. Shall supervise Accounting Clerk position.

**REQUIREMENTS:** Two (2) years accounting work experience, preferably with federally funded programs, demonstrating the knowledge and abilities; and a Bachelor's degree with major course work in Accounting. Knowledge of Great Plains Dynamics accounting program preferred.

**KNOWLEDGE OF:** Accounting methods and techniques; the theory and practice of recording, classifying, examining, and analyzing data and records of financial transactions; the terminology, codes, and processes used in an automated accounting system.

**ABILITY TO:** Compute financial data correctly; interpret and apply grant rules, regulations and technical operating procedures; perform analytical and evaluative work; supervise accounting personnel; maintain and organize complex financial records; present information effectively and respond to questions from management and staff; operate automated accounting program including spreadsheet applications.

**GENERAL INFORMATION:** CIMC Applications are available at [www.cimcinc.org](http://www.cimcinc.org)

Submit applications to: California Indian Manpower Consortium, Inc.  
738 North Market Boulevard  
Sacramento, California 95834

An original CIMC Application must be completed and received at any CIMC Office by 5:00 p.m. on September 18, 2019 in order to be considered. Reasonable efforts will be made to accommodate persons with disabilities. Please notify the contact person at the telephone number listed above in advance of any special needs.

Qualified Indians will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (24 U.S.C.450, et seq.) and other relevant laws.

In accordance with the Immigration Reform and Control Act of 1986, the individual selected will be required to provide employment eligibility verification to prove eligibility to work in the United States prior to employment.