



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

JOB ANNOUNCEMENT

POSITION: Accountant (Open)

CLOSING DATE: Open Until Filled

WORKSITE: CIMC Central Office
738 North Market Boulevard
Sacramento, California 95834

STARTING SALARY: \$1,157.60 – 1,216.00 wklly
DOE

CONTACT PERSON: M. Ligaya Hattari
Human Resource Manager

RESPONSIBILITIES: The Accountant shall be responsible for ensuring the day-to-day maintenance of 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. Qualified work experience may be substituted for the educational requirements on a year for year basis. Knowledge of Great Plains Dynamics accounting program preferred. A valid driver license, good driving record, own transportation and adequate insurance.

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; and ability to travel as needed.

GENERAL INFORMATION: CIMC Applications are available at www.cimcinc.org

Submit applications to: M. Ligaya Hattari, Human Resource Manager
California Indian Manpower Consortium, Inc.
738 North Market Boulevard
Sacramento, California 95834

An original CIMC Application must be completed and submitted to any CIMC Office for consideration, until this position is filled. 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.