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: Accounting Clerk (Open)

CLOSING DATE: Open Until Filled

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

STARTING SALARY: $15.39 to $16.01 per hour
DOE

CONTACT PERSON: Rachel E. Van Koughnet
Human Resource Manager

RESPONSIBILITIES: The Accounting Clerk shall be responsible for performing routine calculating, classifying, posting and verifying duties of financial data for use in maintaining accounting records. Responsible for processing and posting a variety of accounting transactions such as invoices, payments, and expenses in accordance with Fiscal Department procedures. Responsible for assistance with processing payroll. Responsible for performing related clerical duties.

REQUIREMENTS: Two (2) years account clerk experience demonstrating the knowledge and abilities; or an A.A. degree with major work in Business, Accounting or related field.

KNOWLEDGE OF: Accounting concepts and practices; principles and practices of examining and analyzing data and records of financial transactions; accounting software programs.

ABILITY TO: Compute financial data correctly; perform analytical and evaluative work; maintain and organize financial records; work independently and perform detailed work accurately; operate computer and office equipment efficiently; deal tactfully with the public.

GENERAL INFORMATION: CIMC Applications are available at 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 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.

CIMC is an Equal Opportunity Employer/Program
Auxiliary Aids & Services are Available Upon Request to Individuals With Disabilities