



## 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:** Fiscal Manager (Open)

**CLOSING DATE:** July 31, 2018

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

**STARTING SALARY:** \$1,331.60 to \$1,385.60 Weekly  
DOE

**CONTACT PERSON:** Diana Alvarez  
Human Resource Manager

**RESPONSIBILITIES:** The Fiscal Manager shall be responsible for the design, operation and control of an efficient and effective Fiscal Department. The Fiscal Department will handle all matters and automated records pertaining to accounting, payroll, property control, and procurement. The Fiscal Manager will act as financial advisor to the Executive Director. Shall insure that all fiscal activities are in compliance with all applicable rules and regulations.

**REQUIREMENTS:** Four (4) years fiscal management work experience, preferably with non-profit or federally funded programs, demonstrating the knowledge and abilities; and a Bachelor's degree with major work in Business Administration, Accounting, or related field. Knowledge of Great Plains Dynamics accounting program preferred. A valid California driver license, own automobile, good driving record and adequate insurance.

**KNOWLEDGE OF:** Management and accounting principles, practices, and techniques; financial operations of non-profit, multi-funded programs; the theories, principles and terminology of accounting; federal cost principles and administrative grant requirements; budget and fiscal management; and automated accounting programs.

**ABILITY TO:** Plan, develop and review fiscal activities; supervise and direct subordinate staff effectively; analyze, assess and resolve complex issues; measure effectiveness of fiscal operations and develop changes for improvement when necessary; present information effectively to management and public agencies; compute, analyze and project data; analyze, interpret, and apply federal rules, regulations and bulletins and convert them into necessary fiscal activity changes and modifications; organize and maintain records and prepare reports; operate computer equipment including accounting and database software programs; travel on a regular basis.

**OTHER QUALIFICATIONS:** Strong managerial, communication, analytical, and problem solving skills. Strong work ethic and dependability. Strong understanding of federal regulations pertaining to non-profit fiscal operations.

**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 July 31, 2018 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.