



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: Full Charge Bookkeeper
(Open)

CLOSING DATE: Open Until Filled

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

STARTING PAY: \$26.21 – \$27.54 per hour
DOE
CONTACT PERSON: M. Ligaya Hattari
Human Resource Manager

RESPONSIBILITIES: The Full Charge Bookkeeper shall be responsible for ensuring that the day-to-day maintenance of the general ledger is carried out in accordance with Generally Accepted Accounting Principles, company policies, and objectives. Shall examine, analyze, and interpret accounting records for the purpose of giving advice and recommendations to the Fiscal Department and company management. Shall prepare journal entries, reconcile accounts, maintain accurate financial records, and prepare consolidated reports for the company and separate reports for individual grants. Shall supervise accounting staff positions.

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; Microsoft Office programs.

ABILITY TO: Compute financial data correctly; perform analytical and evaluative financial records, including electronic records and prepare complex reports; present information effectively and respond to questions from management and staff; operate standard office equipment including computer equipment and office software programs including word processing, spreadsheet, accounting and database programs; travel as needed.

OTHER QUALIFICATIONS: Must possess strong communication skills, attention to detail and ability to multi-task. Must have a valid California driver's license, good driving record, own transportation, and adequate insurance.

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.