CALIFORNIA INDIAN MANPOWER CONSORTIUM, INC.
738 North Market Boulevard
Sacramento, California 95834
(916) 920-0285 (available as TEXT PHONE for Deaf/Hard of Hearing)
1-800-640-CIMC ♦ (916) 641-6338 FAX
www.cimcinc.org

JOB ANNOUNCEMENT

POSITION:	Senior Accountant (Open)	CLOSING DATE:	Open Until Filled
WORKSITE:	CIMC Central Office 738 North Market Boulevard Sacramento, CA 95834	STARTING PAY:	$30.40 to $31.94 per hour Depending on experience
		CONTACT PERSON:	Diana Alvarez Programs Advisor

RESPONSIBILITIES: The Senior Accountant shall be responsible for ensuring the day-to-day maintenance of the general ledger is carried out in accordance with generally accepted accounting principles, policies, and objectives. Shall examine, analyze, and interpret accounting records for the purpose of giving advice to management, and preparing financial statements. Shall prepare journal entries, reconcile accounts, and maintain accurate financial records and prepare reports for multiple grants. Shall supervise Accounting staff positions.

REQUIREMENTS: Three (3) years accounting experience, preferably with federally funded programs, demonstrating the knowledge and abilities; and a Bachelor's degree with major course work in Accounting. Working 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 word processing, spreadsheets, accounting and database programs; ability to travel as needed.

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

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

Submit application to: Diana Alvarez, Programs Advisor
California Indian Manpower Consortium, Inc.
738 North Market Boulevard
Sacramento, California 95834

A CIMC application must be completed and submitted to any CIMC Office or emailed to recept@cimcinc.com for consideration until the position has been 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 seleected will be required to provide employment eligibility verification to prove eligibility to work in the United States priot to employment.

CIMC offers a competitive benefits package. Please refer to https://www.cimcinc.org/job_opportunities.html for a full list of benefits available.

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