



We need you with your talents and abilities to help eliminate the effects of poverty, to make our community a better place to live, and to help people obtain knowledge and skills to achieve self-reliance and economic stability.

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<b>Job Title:</b>	Accountant – Program Manager
<b>Position Type:</b>	Regular, full-time, exempt level
<b>Department:</b>	Fiscal
<b>Salary Schedule:</b>	Range 31.0 (\$29.73 – 36.23 hourly)
<b>Position Summary:</b>	Under the immediate supervisor’s direction, responsible for payrolls, budget development, expenditure control, monitoring of specific grant awards, and collection of receivables. Perform accounting, auditing and fiscal analysis duties involved in the preparation, maintenance, analysis, and verification of the agency’s fiscal records, monthly financial statements, cash flow analysis, monthly reconciliations, and reports to various federal and state agencies and funding sources. Supervise vendor payments, payroll, and payroll reporting. Prepare and implement accounting procedures in accordance with GAAP to ensure accountability. Serve as a resource for interpretation of federal, state, and local laws, codes and regulations, especially related to funding terms and conditions.

**Minimum Qualifications:**

**EDUCATION / EXPERIENCE:**

- Bachelor’s Degree in Business Administration with emphasis in Accounting
- Four years of increasingly responsible experience in the maintenance of fiscal records requiring knowledge of accounting, non-profit or governmental accounting preferred.
- Demonstrated success in supervising and evaluating staff.
- Experience in budget development and control.

**ABILITY TO:**

- Apply accounting principles and procedures.
- Analyze financial data, systems, and procedures to improve internal controls, efficiency of operations, and compliance.
- Prepare complex financial and budget statements.
- Communicate clearly, both orally and in writing.

- Prepare accurate, complete, and concise reports.
- Plan, direct, and supervise the work of subordinate staff.
- Work effectively with other individuals.
- Exercise independent judgment and make rational and effective decisions.
- Learn, interpret, comprehend, apply, and explain policies, procedures, laws, codes and regulations, especially related to funding terms and conditions, payroll, and expenditures.

**KNOWLEDGE OF:**

- Generally accepted accounting principles and governmental fund accounting.
- Preparation of payroll and payroll reporting.
- Experience with computerized accounting system.
- Preparation of evaluations of Accounting Technicians, Staff Accountant, Accounting Assistant.
- Encumbrances and fund accounting.
- Personnel and public administration as well as principles of business management.
- Software application such as Word and Excel within the Microsoft® office suite.
- Basic principles and techniques of management and program administration.
- Principles of procurement and property controls.

**General Physical Requirements:**

- Medium work: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Selection Process:**

Only applicants who meet the qualification standards of this position by the application filing will be allowed to participate in the examination process. Requests for a special accommodation to participate in the selection process should be made at the time you are contacted to schedule an interview. The selection process may include skill set testing, first and second round panel interviews. This position is open until filled.

**Compensation and Benefits:**

- Retirement: CAPMC's retirement plan is a 403(b) plan. Employees are eligible to make elective contributions to their 403(b) plan upon employment. Employees can participate in employer's contribution.
- Health Insurance: CAPMC provides eligible employees insurance coverage for medical, dental, vision and life through various policies.
- Employee Assistance Program: CAPMC offers an employee assistance program for employees and dependents that provides counseling and services when dealing with life's challenges.

**General Information:**

Applications may be obtained from CAPMC's website [www.maderacap.org](http://www.maderacap.org), visit 1225 Gill Ave Madera or calling the Human Resources Office at (559) 673-9173. Applicants must be submitted to the CAPMC's Human Resources Office.

The CAPMC is an equal opportunity employer. CAPMC provides equal employment opportunity to all persons regardless of race, national origin, religion, color, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, transgender, sex stereotyping, age, sexual orientation, military status, veteran status, and any status protected by applicable federal, state and local laws.

Appointment will be contingent upon passing a pre-employment alcohol and drug screen, fingerprint clearance and reference checks, pre-employment physical, immunization requirement, and TB test is required for Head Start budgeted positions.

**Affirmative Action / Equal Employment Opportunity / Drug Free Employer**