



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>	Accounting Technician
<b>Position Type:</b>	Full-time, non-exempt level
<b>Department:</b>	Fiscal
<b>Salary Schedule:</b>	Range 19.5 (\$17.29 – \$21.06 hourly)
<b>Position Summary:</b>	Under the immediate supervisor's direction, responsible for the processing of account payables, purchase orders, payroll taxes, proper coding and posting of all account payable and payroll items, and all other assigned duties.

**Minimum Qualifications:**

**EDUCATION / EXPERIENCE:**

- Associate's Degree in Business Administration with emphasis in Accounting, OR
- High School Diploma / GED with 3 years of experience in general accounting may be substituted for the degree.
- Two years of experience.

**LICENSES / CERTIFICATES / PERMITS:**

- Valid California Driver License

**ABILITY TO:**

- Communicate clearly and concisely in both verbal and written form.
- Work effectively with individuals.
- Operate 10-Key calculator, PC and Word Processor.
- Have excellent organization skills.
- Perform a variety of office assistance assignments with minimal guidance and supervision.
- Type at a rate of 35 words per minute from clear, legible copy.
- Establish and maintain cooperative working relationships with vendors.

## KNOWLEDGE OF:

- Accounts payable processing & 1099 Reporting.
- Experience in computerized accounts payable / payroll system.
- Computerized word processing and use of spread sheets.

## 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**