



Are you...

- Ready to start your career to change people's lives?
- Ready to work with families in our communities?
- A team player who wants to contribute?

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## Accountant – Program Manager

**Location:** Madera, California

**Salary:** \$5,767 – 7,026 monthly

**Benefits:** 403(b) retirement plan, medical/dental/vision/life, Employee Assistance Program

**Final filing date:** Open Until Filled

**Apply:** submit [an application](#) to [employment@maderacap.org](mailto:employment@maderacap.org); may obtain application from CAPMC's website, [www.maderacap.org](http://www.maderacap.org).

**CAPMC** is seeking a strategic and creative person to be responsible for payrolls, budgets development, expenditure control, monitoring of specific ran 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 statement, cash flow analysis, monthly reconciliations, and reports to various federal and state agencies and funding sources. Supervise vendor payments, payroll and payroll reporting. The ideal candidate shall have the ability to apply accounting principles and procedures, analyze financial date, systems and procedures to improve internal controls, efficiency of operations, and compliance, communicate clearly in written and verbal manners, supervisor the work of subordinate staff, comprehend and apply policies, procedures, laws, codes and regulation related to funding terms and conditions, payroll and expenditures. The candidate shall equip with knowledge of GAAP, payrolls, funding accounting, MS office suite, procurement and property controls.

### **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.

#### LICENSES / CERTIFICATES / PERMITS:

- Valid California Driver's License

General Physical Requirements: Medium work: climbing; 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.

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 funded positions.

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