



Mission: Helping people, changing lives and making our community a better place to live by providing resources and services that inspire personal growth and independence.

*Join Our Team!*

## **We Are Hiring!**

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### **Community Action Partnership of Madera County**

<b>Title:</b>	<b>Accounting Technician</b>
<b>Types:</b>	Full-time; 12 months annually
<b>Location:</b>	Madera, California
<b>Pay Range:</b>	\$21.66 - \$26.39 per hour
<b>Benefits:</b>	Medical/dental/vision/life, Employee Assistance Program, 403(b) retirement plan
<b>Closing Date:</b>	July 26, 2024

#### **How to Apply:**

1. Visit [www.maderacap.org](http://www.maderacap.org) and apply.
2. Fill out and submit the [Application](#) to [employment@maderacap.org](mailto:employment@maderacap.org).

[CAPMC](#) is seeking a strategic and creative person to be responsible for the processing of accounts payable, purchase orders, payroll taxes, proper coding and posting of all accounts payable and payroll items, and all other assigned duties

This individual must have the ability to:

- Communicate clearly and concisely in both verbal and written form.
- Work effectively with individuals.
- Use Microsoft Outlook, Teams, 365 products.
- Have excellent organization skills.
- Perform a variety of office assistance assignments with minimal guidance and supervision.
- Operate 10-key calculator; type at a rate of 35 words per minute from clear, legible copy.
- Establish and maintain cooperative working relationships with vendors.
- Read, speak and write Spanish is preferred.

This individual will demonstrate to possess the knowledge of:

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

#### **Requirements/Qualifications:**

- Associate's degree in Business Administration with emphasis in accounting with two years' experience in general accounting.  
**OR**
- High School Diploma / GED with three years' experience in general accounting.

#### **General Physical Requirements:**

- Exerting up to 15 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

- Able to maintain regular, punctual attendance consistent with the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) and other federal, state and local standards.
- Able to perform the essential job functions consistent with the ADA, FMLA, CFRA and other federal, state and local standards.

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.

CAPMC will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, when CAPMC is concerned about conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report. Find out more about the Fair Chance Act by visiting [calcivilrights.ca.gov/fair-chance-act/](http://calcivilrights.ca.gov/fair-chance-act/).

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

