



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!

Community Action Partnership of Madera County

Title:	Accounting Technician
Types:	Full-time; 12 months annually
Location:	Madera, California
Pay Range:	\$22.19 - \$27.04
Benefits:	medical/dental/vision/life, Employee Assistant Program, 403(b) retirement plan

How to Apply:

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

[CAPMC](#) is seeking a strategic and creative person to be responsible for performing human resources work in the areas of recruitments, employee/labor relations, compensation/performance management, recordkeeping, health, and safety.

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 taking into account the provisions of CAPMC's absenteeism policies and consistent with laws and regulations such as the Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), and other federal, state, and local standards.

- Able to perform the essential job functions of the job subject the potential reasonable accommodations subject to the standards and limitations of the ADA, FEHA and federal, state leave laws including, without limitation, the FMLA, CFRA, PDL and other federal and state laws and regulations.

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/.

Affirmative Action / Equal Employment Opportunity / Drug Free Employer

