MADERA COUNTY WORKFORCE
Investment Corp

Principal Accounting Technician (Non-Exempt)
Open Until Filled
SALARY RANGE: $47,840.00 - $57,408.00

The Position:

Under the direction of the Controller, the Principal Accounting Technician is the para-professional class in the Accounting Technician series. Utilizing a fund accounting system, work involves the most difficult and complex accounting duties which require the application of independent judgment to situations where standard procedures may not apply, and which may require giving lead direction to other clerical staff engaged in the performance of similar duties. Incumbents develop, maintain, and reconcile a complete set of department or division financial and statistical records, including fiscal, budgetary and accrual accounting; assist in the revision and application of cost accounting procedures.

Essential Duties: (Include but are not limited to the following)

Assists in the implementation and maintenance of cost accounting systems; compiles new data and develops formulas.

Develops, maintains and reconciles complex financial and statistical records, such as, journals, vouchers, ledgers, comparative income statements, depreciation schedules, asset listings, inventory, performance indicators, and budget estimates.

Audits appropriations expenditures and revenue printouts; researches and resolves discrepancies; monitors budget expenditures and income received; prepares balance sheet. Verifies and keys data into a personal computer terminal.

Assists in the development of the department budget; projects total expenditures for the current year and recommends amounts needed for the new budget.

Develops and maintains cash, invoice, disbursement and control accounts; accounts for monies, receipts; balances accounts and prepares routine reports.

Types of requisitions, purchase orders, requests for payment, printing requisitions, progress payments and adjustment forms.

Obtains emergency purchase orders and processes for payment.

Receives and records cash payments; prepares daily cash reports and bank deposits. Performs related accounting duties as required.

Qualifications:

Five years accounting experience involving the maintenance of complex accounting and recordkeeping systems OR completion of associate's degree in accounting or business plus two years accounting experience involving the maintenance of complex accounting and recordkeeping systems.

A valid California driver's license is required.

Employer Benefits:

- Sick Leave: Earned at 8 hours per month.
- Vacation: Earned at 8 hours per month.
- Holidays: 13 paid days (including a floating Birthday Holiday)
- Health benefits: Eligible for medical, dental, and vision coverage at no cost to employee.
- Retirement: Eligible to participate in a deferred compensation 457 retirement plan after successful completion of the introductory period. Employee will have 30 days to enroll from the date of eligibility. Employer contribution is 6% if the employee agrees to the minimum employee contribution of 3%. If employee chooses to "opt out" within the first 30 days of enrollment, the employer contribution will be reduced to 2%.
- Employee Assistance Program: Eligible for behavioral health services and referrals, legal consultation and identify theft recovery, financial consultations, and family assistance resources and referral programs at no cost to employee.
- Life Insurance: Eligible for a $50,000 life insurance policy at no cost to employee.

Required Application Materials:

To be considered, applicants must submit:

- Application Cover Letter
- Completed Workforce Investment Corporation Application Form
- Current Resume
- A Minimum of Two Professional Reference Letters (dated within 30 days of the date of your application submission)

Application materials are available from:

Nuvia Moreno, Deputy Director
Madera County Workforce Investment Corporation
2037 W. Cleveland Ave.
Madera, CA 93638
(559)662-4501
HR@maderaworkforce.org

Application materials may be mailed, hand-delivered, or emailed. Completed applications should be submitted to the individual and address above. If emailing your application materials, please send them to HR@maderaworkforce.org.

Complete application packages received by the deadline will be screened against the position qualifications. Only the most qualified applicants, based on the information provided in the application package, will be invited to participate in the oral panel interview (date to be determined).

The Madera County Workforce Investment Corporation is an equal opportunity employer. All qualified individuals are encouraged to apply. Auxiliary aids and services are available, upon request, to individuals with disabilities.

MADERA COUNTY WORKFORCE Investment Corp

JOB TITLE: PRINCIPAL ACCOUNTING TECHNICIAN (Non-Exempt)

SUMMARY:

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REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES

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Receives and records cash payments; prepares daily cash reports and bank deposits.
Performs related accounting duties as required.

OTHER DUTIES:

Primary or backup to other Fiscal Department staff, processes and prepare payroll; verify information on Employee Personnel Activity Reports (PAR's) & attendance reports prepared by staff; verify pay status (vacation, sick, etc.); posts and balances payroll; reconfirms payroll balance and completes allocation; makes adjustments as appropriate.

Assist in preparing financial related reports for the Board.

This job description is only a summary of typical functions and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The duties, tasks, and responsibilities may differ from the above job descriptions, and other duties, as assigned, may be part of the job.

KNOWLEDGE AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- The organization, regulations, terminology, procedures, and operating details of the department to which assigned.
- Generally accepted accounting principles (GAAP) and practices of bookkeeping and nonprofit accounting requirements.
- Fund Accounting
- Excel spreadsheets and formulas.

SKILLS TO:

- Operate modern office equipment including computer equipment.

ABILITY TO:

- Develop, maintain, and reconcile complex financial and statistical records.
- Make operating decisions independently in accordance with departmental policies and procedures.
- Make mathematical computations quickly and accurately.
- Correlate and use a large volume of written, narrative, statistical and numerical data.
- Provide lead direction to others.

- Establish and maintain effective work relationships with those contacted in the performance of assigned duties.

EDUCATION AND EXPERIENCE:

EXPERIENCE:

Bachelor's of Science degree in accounting or business administration and/or Associates degree in accounting plus minimum of 4 years of experience working in an increasingly responsible accounting position involving the maintenance and development of complex accounting and recordkeeping systems.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

The physical demands and work environment characteristics described here are representative of those an employee will encounter when performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENT:

Indoor office environment.
Travel both within and outside of the County for employment purposes.

PHYSICAL DEMANDS:

Communicating to exchange information in person or on the telephone.
Sitting, standing, or walking for extended periods of time.

Operate a computer and effectively utilize a variety of software and online tools.
Reading a variety of materials.

Reaching with hands and arms or bending at the waist to retrieve documents/files.
Lifting or carrying up to 10 lbs.

MCWIC APPLICATION FOR EMPLOYMENT

All applicants are considered for all positions without regard to race, color, creed, religion, sex, national origin, citizenship status, ancestry, age, marital status, veteran status, physical or mental disability, pregnancy, medical condition, sexual orientation, sex stereotyping, transgender status, gender identity, gender expression or any other legally protected status. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the company, its clients, and its employees. Equal access to programs, services and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative.

(Please Print)
Position(s) applied for: _____ Date of Application: _____

Last Name First Name Middle Name

Address City State Zip Code

E-mail Address Nickname

Telephone Number(s)

EMPLOYMENT EXPERIENCE

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Be sure to account for full periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references. [Add additional page if necessary]

Name and Address of Employer	Dates Employed		Supervisor and Telephone Number	Job Title and Duties	Reason for Leaving
	From Month/Year	To Month/Year			
			May we Contact ☐ Yes ☐ No		
Name and Address of Employer	Dates Employed		Supervisor and Telephone Number	Job Title and Duties	Reason for Leaving
	From Month/Year	To Month/Year			
			May we Contact ☐ Yes ☐ No		
Name and Address of Employer	Dates Employed		Supervisor and Telephone Number	Job Title and Duties	Reason for Leaving
	From Month/Year	To Month/Year			
			May we Contact ☐ Yes ☐ No		

Madera County Workforce Investment Corporation
PO Box 1205, Madera, CA 93639 • 2037 W. Cleveland Avenue, Madera, CA 93637
TEL: (559) 662-4500 • California Relay Service: 711 • FAX: (559) 673-1794

Have you ever been involuntarily terminated or asked to resign from any job? ☐ Yes or ☐ No

If yes, please explain:

Please explain any gaps in your employment history:

Please list any other experience, job related skills, additional languages, or other qualifications that you believe should be considered in evaluating your qualifications for employment:

EDUCATION

Please describe your educational background in the table provided below.

School Name	Years Completed 1 2 3 4	Diploma/Degree Yes or No	Describe Course of Study or Major	Describe Specialized Training, Experience, Skills and Extra-Curricular Activities
High School:				
College/University:				
Graduate/Professional:				
Trade or Correspondence:				
Other:				

BUSINESS/PROFESSIONAL REFERENCES

Please list three professional references of individuals who are not related to you.

Name & Title	Business Relationship	Telephone Number or Email

GENERAL INFORMATION

1. Have you ever worked for this company before? ☐ Yes or ☐ No
   If yes, please give dates and position: _____
2. Do you have friends and/or relatives working for this company? ☐ Yes or ☐ No
   If yes, name(s) and relationship(s): _____
3. On what date are you available to begin work? _____
4. Days/Hours available to work: _____

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5. Are you available to work: ☐ Full-time ☐ Part-time ☐ Shift Work ☐ Temporary

6. Minimum salary required? ☐ Yes or ☐ No $_____ Per Hour $_____ Per Month

7. Do you have a valid CA driver's license? ☐ Yes or ☐ No

8. Can you travel if the position requires it? ☐ Yes or ☐ No

9. Can you relocate if the position requires it? ☐ Yes or ☐ No

10. Are you at least 18 years old? ☐ Yes or ☐ No
Note: if under 18, hire is subject to verification that you are of minimum legal age

11. If hired, can you present evidence of your identity and legal right to live and work in this country? ☐ Yes or ☐ No

12. Are you able to perform the essential job functions for the job for which you are applying with or without reasonable accommodations? ☐ Yes or ☐ No

Note: we comply with the ADA and consider reasonable accommodation measures that may be necessary for qualified applicants/employees to perform essential job functions.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

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APPLICANT STATEMENT AND AGREEMENT

Please read and initial each paragraph below. If there is anything that you do not understand, please ask.

_____ I hereby authorize the Company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment.

_____ In the event of my employment with the Company, I understand that I am required to comply with all rules and regulations of the Company.

_____ If hired, I understand and agree that my employment with the Company is at-will, and that neither I, nor the Company is committed to continuing the employment relationship for any specific term. I further understand that the Company or I may terminate the employment relationship at any time, with or without cause, and with or without notice. I understand that the at-will status of my employment cannot be amended, modified, or altered in any way by oral statements or in any other way, but can only be altered by written amendment signed by the Owner/President of this Company. I also understand that the Company and its client are co-employers and that, if hired, I will be co-employed by both companies and the companies shall share employment responsibilities.

_____ I understand that safety of employees is extremely important to the Company and that the Company is committed to ensuring a safe working environment. I understand that I, and every employee, have a responsibility to prevent accidents and injuries by observing all safety procedures and guidelines and following the directions of my site supervisor. I understand and agree to comply with federal, state, and local regulations related to on-the-job safety and health. I also recognize that an effective safety program extends beyond normal working hours. Safety should be promoted within the family and in off-the-job activities. I understand and agree to adhere to safety practices while performing my job.

_____I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____I understand that if I am selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an 1-9 Form in this regard.

_____I understand that if any term, provision, or portion of this Agreement is declared void or unenforceable, it shall be severed and the remainder of this Agreement shall be enforceable.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

Signature: _____ Date: _____

Printed Name: _____

City/State: _____

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