



CALIFORNIA INDIAN MANPOWER CONSORTIUM, INC.

738 North Market Boulevard

Sacramento, California 95834

(916) 920-0285 (available as text for Deaf/Hard of Hearing)

1-800-640-CIMC ♦ (916) 641-6338

www.cimcinc.org

JOB ANNOUNCEMENT

POSITION: Payroll Accountant (Open)

CLOSING DATE: July 29, 2026

STARTING PAY: \$22.60 to \$23.75 hourly

WORKSITE: CIMC Central Office
738 North Market Boulevard
Sacramento, CA 95834

Depending on experience

CONTACT PERSON: Diana Alvarez
Programs Advisor

RESPONSIBILITIES: The Payroll Accountant shall be responsible for performing all tasks relating to the processing of payroll and all reports pertaining to payroll. Perform general clerical, statistical, and filing duties related to payroll activity. Shall train designated staff on all aspects of payroll. Perform general bookkeeping and accounts payable duties in the processing and maintenance of accounting records.

REQUIREMENTS: Two (2) years general accounting experience preferably working with an automated payroll system demonstrating the knowledge and abilities; or one (1) year of accounting experience and an A.A. degree with major work in Business, Bookkeeping or related field. Experience with Paylocity payroll software program preferred.

KNOWLEDGE OF: Procedures and practices of an automated payroll system; laws and regulations relating to payroll activities; basic accounting concepts and practices; standard systems and procedures for keeping complete records, including electronic records; and Microsoft Office programs.

ABILITY TO: Compute numerical data correctly; perform computerized data entry; interpret and apply technical operating manuals; maintain and organize complete payroll records; present information effectively and respond to questions from management, staff, clients and the public; operate standard office equipment including computer equipment and standard office software programs including word processing, spreadsheet, database, accounting or payroll programs.

OTHER QUALIFICATIONS: Strong analytical, problem solving, basic math and time management skills. Good decision-making ability and attention to detail.

GENERAL INFORMATION: CIMC Applications are available at www.cimcinc.org

Submit applications to: Diana Alvarez, Programs Advisor

California Indian Manpower Consortium, Inc.
738 North Market Boulevard
Sacramento, California 95834

A CIMC application must be completed and submitted to any CIMC Office or emailed to receipt@cimcinc.com by 5:00pm on July 29, 2026 in order to be considered. Reasonable efforts will be made to accommodate persons with disabilities. Please notify the contact person at the telephone number listed above in advance of any special needs.

Qualified Indians will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (24 U.S.C.450, et seq.) and other relevant laws. In accordance with the Immigration Reform and Control Act of 1986, the individual selected will be required to provide employment eligibility verification to prove eligibility to work in the United States prior to employment.

CIMC offers a competitive benefits package. Please refer to https://www.cimcinc.org/job_opportunities.html for a full list of benefits available.