CALIFORNIA INDIAN MANPOWER CONSORTIUM, INC.
738North 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: Accounting Clerk (Open)

CLOSING DATE: December 11, 2026

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

STARTING PAY: $21.93 to $23.04 per hour
Depending on experience

CONTACT PERSON: Seabaze Whitmore
Human Resource Manager

RESPONSIBILITIES: The Accounting Clerk shall be responsible for performing routine calculating, classifying, posting, and verifying duties of financial data for use in maintaining accounting records. Responsible for processing and posting a variety of accounting transactions such as invoices, payments, and expenses in accordance with Fiscal Department procedures. Responsible for assistance with processing payroll and performing related clerical duties.

REQUIREMENTS: Two (2) years general account clerk experience demonstrating the knowledge and abilities; or an A.A. degree with major work in Business, Accounting, or related field.

KNOWLEDGE OF: Accounting concepts and practices; principles and practices of examining and analyzing data and records of financial transactions; accounting software programs.

ABILITY TO: Compute financial data correctly; perform data entry accurately; perform analytical and evaluative work; maintain and organize financial records including electronic records; work independently and perform detailed work accurately; operate office equipment and computer equipment, including word processing, spreadsheet, and accounting software program; deal tactfully with the public; communicate verbally and in writing.

OTHER QUALIFICATIONS: Must possess 10-key skills, strong work ethic and organizational skills.

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

Attention to: Seabaze Whitmore, Human Resource Manager
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 recept@cimcinc.com by 5:00 PM on December 11, 2026 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 seleected will be required to provide employment eligibility verification to prove eligibility to work in the United States priot 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.