



# CENTRAL VALLEY OPPORTUNITY CENTER, INC.

## JOB DESCRIPTION

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POSITION: Accounting Assistant/Clerk  
SUPERVISED BY: Controller  
LOCATION: Winton  
SALARY: \$18 - \$21 p/h (DOE). Full Time, Benefits & 401(k)  
DATE POSTED: August 11, 2025  
APPLICATION DEADLINE: Open Until Filled

**POSITION SUMMARY:** Work closely with the Controller (and/or CFO) to assure implementation of sound fiscal practices.

### **EXAMPLES OF DUTIES:**

1. Responsible for implementation of relevant accounting procedures.
2. Full Accounts Payable process, and prepare various journal entries needed to generate monthly Corporate Financial Statements.
3. Prepare various Journal entries
4. Assist Chief Fiscal Officer in maintaining control of all fiscal Activities by:
  - a. Accurate and thorough documentation
  - b. Appropriate follow-through
5. Prepare various accounting and governmental reports and financial statements for review by Chief Fiscal Officer.
6. Backup for payroll and Accountant II.
7. Filing, Other Clerical Duties
8. Other duties as assigned

### **REQUIREMENTS:**

1. Two years college accounting background or work experience at Accountant I.
2. Two years accounting experience or Work Experience at Accountant I.
3. Excellent organizational skills.
4. Ability to work with minimum supervision.
5. Ability to analyze fiscal data, prepare reports and recommendations for management.
6. Ability to use microcomputers and accounting software, i.e., Microsoft Excel & Word.
7. Ability to handle heavy workload pressures.
8. Familiarity with accounting procedures for State and Federally funded programs desired, but not necessary.
9. Some travel required.

### **PREFERRED:**

1. Familiarity with accounting procedures for State & Federally funded programs desired.
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A resume must be received to be considered for employment with CVOC.

EOE/At Will Employer