

CALIFORNIA NETWORK of MENTAL HEALTH CLIENTS

2012 - 19th Street, Suite 100, Sacramento, California 95818
(916) 443-3232 ■ (800) 626-7447 ■ Fax: (916) 443-4089 ■ cnmhcjobs2011@gmail.com ■

www.californiaclients.org

From the Desk of Perry Two Feathers Tripp, Acting Executive Director

JOB ANNOUNCEMENT

Bookkeeper

The California Network of Mental Health Clients is a private, non-profit organization that is a client/consumer run and driven organization. We are dedicated to the client consumer peer support and recovery movement of California and are seeking suitable individuals to work with our team

QUALIFICATIONS:

1. High School Diploma or its equivalent, associate or bachelor's degree preferred.
2. High degree of proficiency in office procedures, typing and machines.
3. Must maintain confidentiality at all times.
4. Two year's bookkeeping experience required.
5. Knowledge and practical experience beyond basic bookkeeping.
6. Knowledge and practical experience regarding basic computer skills, including Microsoft Word and Excel Programs.
7. Ability to maintain bookkeeping records on computer using QuickBooks
8. Ability to work independently and make decisions in accordance with established policies and regulations.
9. Familiar with networks and data backup procedures.
10. Good health, high moral character and good attendance record.
11. Polite, courteous and tactful with the public.

REPORTS TO: Executive Director & Board of Directors Treasurer

PERFORMANCE RESPONSIBILITIES:

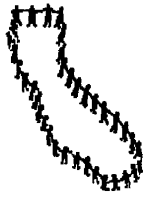
1. Prepare invoices, check extensions, make bill list and write checks for general fund.
2. Reconcile payroll bank statements and payroll breakdown record.
3. Process utility bills for payment.
4. Operate typewriters, calculator and computer and any other office machine.
5. 6. Maintain all lunch reports and records.
7. Proficient in all current district standard software .
9. Perform other duties as assigned.

TERMS OF EMPLOYMENT:

20 Hours per week

Hour rate per negotiated agreement

Vacation, Sick, and Full Health Benefits included part time



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EVALUATION: Annually, by the Executive Director

Application Directions

Please submit cover letter, resume, references, and writing sample by December 27, 2011

Mail to: California Network of Mental Health Clients (CNMHC)
2012 19th Street, Suite 100
Sacramento, CA 95818
Or E-mail: cnmhcjobs2011@gmail.com
Or Fax: 916-443-4089

Call 1-800-626-7447 for more information

The CNMHC does not discriminate on the basis of political or religious affiliation, or because of race, sex, national origin, sexual preference, disability, age or marital status, in regard to all phases of employment and services including recruitment, selection, appointment, and training.