

# Accounting Assistant

Job Training Center  
Red Bluff, CA



M-F/8am to 5pm

Pay Range: \$30,811-\$40,448

Benefits package provided

(Dental, Health, and Vision, Vacation, Sick Leave and 401(k))

## About the Position

The Job Training Center is now accepting applications for a full time Accounting Assistant position with benefits. We are seeking an extremely detailed, organized, and versatile candidate with previous payroll, accounts payable and accounts receivable experience. Candidates must have strong computer skills in Excel and Word. Ideal candidates need to have experience in all aspects of payroll processing, from timesheet review, up to and including, all required reporting for up to 100 employees. Experience using Sage MIP Fund Accounting software is highly preferred.

Two years of accounts payable along with one year of experience in accounts receivable and bank reconciliation are preferred. Knowledge of basic accounting, GAAP and non-profit fund accounting is also a plus.

Accounting Assistant duties include payroll processing with quarterly and annual reporting, accounts receivable invoices and accounts payable; preparation of customer and vendor report documentation. Maintaining and processing records related to vacation, sick leave, current salaries, benefit eligibility dates, and retirement plan contributions and distributions.

Clerical support duties include organization of human resource functions including but not limited to drug screening, new employee orientation and personnel file maintenance. Routine administrative work processing/preparing program forms and reports, compiling information for reports and studies, typing correspondence and reports, copying and filing documents, and data entry.

The Job Training Center is a non-profit organization providing business and employment support services in Nevada and Tehama Counties.

To Apply: Please submit a standard application, cover letter and resume to: Job Training Center, 718 Main Street, Red Bluff, CA 96080 or fax to 530-529-7015 or email [mclement@ncen.org](mailto:mclement@ncen.org)  
Attn: Michelle Clement, Staffing Specialist.

**Deadline to Apply: Open until filled.**

*The Job Training Center is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities. TTY (530) 527-2306.*