



# NO RTEC

Northern Rural Training & Employment Consortium  
525 Wall Street • Chico, CA 95928 • (530) 892-9600 • Fax: (530) 892-9609

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Butte • Del Norte • Lassen • Modoc • Nevada • Plumas • Shasta • Sierra • Siskiyou • Tehama • Trinity

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## Accounting Technician

### About NoRTEC:

The Northern Rural Training & Employment Consortium (NoRTEC) in Chico, California, provides federal Workforce Innovation and Opportunity Act programs in eleven Northern California Counties. Established in 1983, NoRTEC is led by a Workforce Development Board and an elected Governing Board, and provides a comprehensive array of services to businesses and job seekers throughout the region. Please see [www.ncen.org](http://www.ncen.org) for more information.

### NoRTEC Culture:

The NoRTEC organization is comprised of high-performance employees that are continually looking for ways to improve the provision of services for the communities we work for. Each employee takes personal responsibility for overall organizational performance and goes beyond adequate to exceptional in the areas that matter to our organization. NoRTEC employees are self-starters who work with little supervision, have the ability to get things done and work exceptionally well with co-workers within a small office environment.

### Job Description:

Under general supervision, perform accounting, administrative and other duties. Perform various accounting functions including preparation of accounts payable, payroll and other related financial duties, as well as light receptionist and office support activities.

### Typical Duties:

- Processes accounts payable and performs related functions.
- Prepares bank and electronic deposits.
- Prepares, mails, and ensures related processing of annual 1099 statements.
- Prepares, mails, and ensures related processing of annual W-2 forms and reports.
- Assists in the reconciliation of the monthly general ledger reports, budget statements and budget analyses.
- Prepares and submits weekly cash request to State and processes related documents.
- Assists in the preparation of monthly salary distribution and cost allocation for entry to automated financial system.
- Maintains current property inventory and property ledgers.
- Very light reception duties: Answer telephone, direct calls, greet office visitors.
- Orders and maintains office supplies

- Manages general office logistics including conference room scheduling, office equipment maintenance, janitorial etc.
- Assume individual initiative as required to set work priorities and determine the most effective methods for accomplishing work;
- Perform administrative projects for management;
- Compile and tabulate information for routine reports;
- Maintain general familiarity with applicable Federal and State policies and regulations, and NoRTEC policies and procedures.
- Perform related assignments as assigned.

**Job Type:**

This is a full-time 40 hours per week position.

**Salary Range:**

\$17 to \$22 per hour, depending on qualifications

**Benefits:**

NoRTEC offers a full range of employee benefits including fully paid Medical Insurance, Dental Insurance, Vision Insurance, Flexible Spending Account, Life Insurance, Accidental Death & Dismemberment Insurance, Defined Contribution Retirement Plan, 457 Deferred Compensation Plan, Vacation, Sick Leave, and Paid Holidays.

**Tools and Equipment Used:**

Scales; postage machine; phone; copy and fax machine; a variety of technology oriented devices including but not limited to personal computer, and/or tablets including industry standard software.

**Physical Demands:**

While performing the duties of this job, the employee is constantly required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, sit, stand, talk, and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, color perception, and the ability to adjust focus.

**Work Environment:**

The noise level in the work environment is moderately noisy.

**Knowledge, Skills, and Abilities:**

- Ability to operate personal computers and accounting, word processing, spreadsheet and database software applications.
- Knowledge of general accounting practices and general office procedures.
- Ability to operate a calculator by touch.
- Ability to meet established deadlines and perform a wide variety of office tasks.
- Ability to analyze and problem solve exercising sound judgement and work independently with minimal supervision.
- Ability to comprehend sensitive situations and effectively maintain confidentiality.

**Minimum Qualifications:**

Experience: Minimum of one year of experience in an office environment with knowledge of office practices; demonstrated accounting experience, preferably in a public agency.

Education: High school graduation or equivalent supplemented by specialized accounting or business office training.

Additional Requirement: Possession of a valid California Driver License. Proof of personal auto insurance levels at or above a \$100,000 combined single limit must be provided once offer of employment is accepted.

**Desired Qualifications:**

Education: An Associate's degree from an accredited college or university in a related field.

Experience: Two years of experience in an office environment with knowledge of office practices; demonstrated accounting experience, preferably in a public agency.

**Application Instructions:**

Please submit a cover letter, resume, and three references to:

Stephanie Bruce  
[sbruce@ncen.org](mailto:sbruce@ncen.org)

**Closing Date:**

Position will be open until filled

*NoRTEC is an Equal Opportunity Employer and supports workforce diversity. Women, minorities, and persons with disabilities are encouraged to apply. NoRTEC will consider individuals with disabilities based on their qualifications to perform the essential functions of the position for which they are applying and will provide reasonable accommodation in the application and/or testing process. If you require accommodation in the application and/or testing process, please notify NoRTEC within seven (7) days of the need for accommodation, so appropriate alternative arrangements can be made.*

If you have any questions, or need additional assistance regarding this position, please contact NoRTEC at (530) 892-9600.

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