



**JOB ANNOUNCEMENT  
(External/Internal)**

Agency on Aging \ Area 4 is accepting applications in the Fiscal Department. This department is responsible for the day-to-day transactional accounting for the agency, as well as management of the agency's cash flow.

**Opening Date:** Thursday, February 1, 2018  
**Closing Date:** Thursday, February 15, 2018 (by 5:00 PM)  
**Position Title:** Staff Accountant/Auditor  
**Salary:** \$50,298 - \$71,306 Annually DOE  
**Location:** 1401 El Camino Avenue, 4<sup>th</sup> Floor, Sacramento, CA  
**Work Schedule:** 35 hours per week  
**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Graduation from an accredited 4-year college or university with a Bachelor's degree in Accounting or Finance. At least five years of progressive experience in accounting and automated accounting systems. Experience in governmental/nonprofit accounting is preferred. Additional qualifying experience may be substituted for the required education.

Please review the attached job description for additional details.

**How to Apply:** **Submit letter of interest, resume and three professional references to:**

**By Mail:** **HUMAN RESOURCES  
AGENCY ON AGING \ AREA 4  
1401 EL CAMINO AVENUE, 4TH FLOOR  
SACRAMENTO, CA 95815**

**By E-Mail:** **Send Attachments to [hr@agencyonaging4.org](mailto:hr@agencyonaging4.org). Include job title in subject line.**

**NOTE:** These are minimum qualifications for the position. Possession of these qualifications does not assure that an applicant will be interviewed. Applications will be reviewed in comparison to all other applications received.

**No Phone Calls Please.**

**AGENCY ON AGING \ AREA 4 IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION, AT WILL EMPLOYER AND ENCOURAGES WOMEN, PEOPLE OF COLOR, PEOPLE WITH DISABILITIES, OLDER ADULTS AND LESBIAN, GAY, BISEXUAL, AND TRANSGENDER PEOPLE TO APPLY.**