

Fiscal Specialist
Colusa County One-Stop

The Fiscal Specialist, under the direct supervision of the Executive Director, oversees and directs the accounting, financial auditing and reporting, payroll, and assists with budgeting for the organization.

The Organization

The Colusa County One-Stop provides job training and job placement services to Colusa County residents. Our business services include assistance with employee recruitment and access to technical assistance and business loans. We are a federally funded organization responsible for the implementation of the Workforce Innovation and Opportunity Act (WIOA).

The Position

We are looking for a full-time Fiscal Specialist with experience in payroll, accounts payable and budget development/management. Knowledge of the WIOA would be an added benefit but is not required. Salary will be based on the successful applicant's experience and will range between \$35,000 - \$50,000.

The Benefits

- Retirement – P.E.R.S. 2% @62
- Group medical, life, vision, and dental insurance plans – paid by employer (employee only)
- Paid Time Off (PTO) – Sixteen hours per month + Thirteen (13) paid holidays per year

The Location

Colusa County is a small, rural county located in Northern California. The county is 50 miles northwest of Sacramento and 27 miles directly west of Yuba City. It has a population of approximately 22,000. Colusa County's primary industry is agriculture. The county's ideal location provides easy access to the California coast, bay area and the Sierra Nevada mountain range.

Application Process

Mail or email a resume, cover letter and two letters of recommendation no later than June 30, 2021 to:

Lora Ceccon
Executive Director
Colusa County One-Stop
144 Market Street
Colusa, CA 95932

lcecon@ncen.org

(530) 458-0326 Ext. 113

It is anticipated that interviews will be conducted between July 1-15, 2021, with a start date of August 1, 2021. Please send a message to the above email address to receive a copy of the job description.

We are an equal opportunity employer/program. Auxiliary aids available upon request to those with disabilities.