

CERTIFIED PUBLIC ACCOUNTANT FIRM WANTED The Mark Twain Health Care District (MTHCD) is inviting applications for accounting services. MTHCD is a California public agency located in San Andreas and serving all of Calaveras County. The District's projected annual operating revenue is \$1.5 million, and number of employees is 2 (projected to increase to 15).

FUNCTIONS:

- General Accounting Services including managing payroll and other benefits, accounts payable, preparing bank deposits and records receipts, reconciling bank statements, preparing monthly reports and financial statements, budgeting, monitoring leases and subleases, working with annual auditor.
- Attending a minimum of two monthly meetings in San Andreas, CA.
- Presenting monthly financial statements to the Board.
- Accessible to District staff and board M-F.

QUALIFICATIONS:

- Certified Public Accounting firm with prior experience with public agency, accounting or corporate business accounting.
- Minimum of 5 years in business accounting.

Send letter of interest and three references (most recent accounts) to: MTHCD, PO Box 95, San Andreas, CA 95249, email to pstout@mthcd.org or fax to (209) 754-2537. For more information, call (209) 754-4468.