

3) JOBS!JOBS!!JOBS!

*** METRO HIRING!!!**

Expo is seeking qualified candidates for the position of Government/Community Relations Representative. We would appreciate your help with circulating this job announcement by including it in your next office e-blast or newsletter. Or if you know anyone that would be interested in this position, please forward them the announcement or direct them to the following link:

<http://www.metro.net/about/jobs/gov-comm-relations-representative/>

*** Van Nuys WorkSource Center. 15400 Sherman Way, #140 Van Nuys, CA 91406**

Canoga Park WorkSource Center. 21010 Vanowen St. Canoga Park, CA 91303

Accounting clerk position CA11120085

Responsibilities:

**Set up and maintain accounts payable files, financial records, and vendor files. * Review invoices and check requests; sort and match invoices and check requests*

** Set invoices up for payment. * Reconcile payments. * Prepare analysis of accounts. * Monitor accounts to ensure payments are up to date*

** Resolve invoice discrepancies. * Correspond with vendors and respond to inquiries. * Produce monthly reports and assist in month end closing*

**Contribute positively to the overall impression of the company and its associates. * Accounts Receivable reconciliation. *payroll entry and audit*

Qualifications:

**2-3 years experience in an accounting, bookkeeping, or comparable environment.*

**An intimate knowledge of Quickbooks Enterprise Edition 2010.*

**Understanding of standard accounting practices.*

Specific Skills Required:

**Strong verbal, written, and presentation skills.*

**Exceptional phone skills.*

**Ability to work with a wide variety of individuals including global corporations, government organizations, homeowners, and insurance agents.*

**Strong sense of ownership.*

**Self-starter with a high level of initiative and attention to detail.*

**Excellent organizational skills.*

**Ability to manage multiple projects, set priorities, and meet deadlines.*

**Familiarity with all standard office software and equipment.*

**Team player.*

Wages: 15.00 + DOE

Send Resume to: Leonardbarrales@arboret.com

CORRECTION: Amtrak Job Opportunity

Thank you to reader Tara Barnes of the Childrens Collective in San Pedro for alerting us about incorrect information in the Amtrack Job Opportunity from last week.

Email response from CSX:

You received a copy of an email that has been circulating since December. The email did not originate from CSX and contained incorrect information. CSX does not hire for Amtrak. Our training facility is only available to individuals that have been selected for employment. Positions are posted on our website as they become available. Applications and resumes are only accepted online via our career site. Please see the below instructions on how to view open positions and apply.

1. Go to www.csx.com
 2. Click on Working at CSX
 3. Click on Search Job Openings and Apply
 4. Click Search Jobs and Apply Now
 5. Click Apply under a position you are interested in
 6. Click Continue after accepting the Privacy Agreement
 7. Log-in using your username and password
- OR
8. Click Create A New Account to register as a new user

Do not use spaces in the user name or password; your password must be between 6 - 32 characters with at least one letter and number.

Thank you,
CSX Human Resources

**** Economic- Stimulus Update***

Federal Economic - Stimulus Update
www.recovery.gov

City of Los Angeles-Stimulus Update
<http://recovery.lacity.org>

Los Angeles City Council- Stimulus Update
The Council's Ad Hoc Committee on Economic Recovery meets every Friday at 9:00AM in City Council Chambers.
<http://council/html/adhoceconomicrecovery.htm>

****Los Angeles Jobs - Search for jobs in Los Angeles Region***

JOB SEEKER: Registration
www.Jobing.com

Consumer Packaged Goods Background
www.CPGJoblist.com

Workplace Hollywood
Community based organization formed by the entertainment industry to ensure that individuals from economically disadvantaged and under-represented communities of color can successfully compete for, and gain access to, jobs in the industry.
www.workplacehollywood.org or lkaplan@workplacehollywood.org

Clearinghouse for Public Service
A popular website which acts as a clearinghouse for public service, non-profit jobs and volunteer opportunities
www.idealists.org

Expo Line Transportation--JOBS
http://www.buildexpo.org/local_jobs_prog.php

Hospitality Industry (Hotel/Casino, Restaurant, Foodservice, Travel etc)
www.hcareers.com

Los Angeles Airport-Business Job Resource Center
www.lawa.aero/bjrc

Los Angeles City Contracts
<http://www.LABAVN.ORG>

Public Service Opportunities
Find the Next Step in Your Career on the PublicCEO Job Board
(link: <http://dl.frolang.com/fs/d:l/xw3y6oh0aitqfe/y09062gk85gvgl/9>)

Public Service Volunteerism
website: www.Serve.gov

Throughout the summer, the Corporation for National and Community Service will highlight successful stories.

Logistics: Charmaine Manansala Senior Legislative Officer , Office of Congressional and Intergovernmental Affairs
U.S. Department of Labor(202)- [693-4600](tel:693-4600) manansala.charmaine@dol.gov

* WORKSOURCE CENTER LOCATIONS AND INFORMATION

Los Angeles Area
Call "311" or " 1-800-For-A-JOB" or Visit: www.lacity.org/wib

Los Angeles County Area
Call "211" or Visit: www.worksourcecalifornia.com

All Areas Within the State of California
www.edd.cahwnet.gov/wiarep/wialoc.htm

One-Stop Centers
www.edd.ca.gov/ONE-STOP/osfile.pdf

Los Angeles Airport Business & Job Resource Center (BJRC)
Business Outreach
Employment Outreach
LAWA Bond Assistance Program

Education Outreach Program

www.lawa.org/bjrc

USA Jobs-Working for America

www.usajobs.com

Veteran Job Center

You may view a full set of the daily job announcements at any time from the following URL:

<http://www.vetjobcentral.com/OS/jobs.aspx?OS=90476> Contact: rrose@CommunityCareer.org
