



PAYROLL SPECIALIST

The SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA), a joint powers agency of the City and County of Sacramento, was formed in 1978. From its inception SETA has been an effective force in connecting people to jobs, business owners to quality employees, education and nutrition to children, assistance to refugees, and hope to many Sacramento area residents. For additional information please visit us at www.seta.net.

We are looking for a Payroll Specialist to perform routine payroll and work, assist in the preparation of various payroll transaction forms and reports; provide general payroll information to internal and external customers and perform related duties as assigned.

Position Summary: Under general direction, the Payroll Specialist assists the Senior Payroll Specialist in the preparation of automated payroll for approximately 500 – 600 full time and part-time staff for the Agency. Duties may include processing payroll and on-line checks, processing and updating employees' employment records in the payroll system, preparing and processing a variety of payroll information and data, maintaining a variety of payroll records and files, operating office equipment and computer systems.

Starting Salary: \$16.10 per hour

Benefits:

Medical Benefits (6 plans to choose from)

Dental Benefits

Life Insurance

Vision Insurance

Educational Reimbursement: up to \$1500 annually

Access to the Public Employee Student Loan Forgiveness Program

Paid Jury Duty

Pension (mandatory contribution required)

Retirement Health Savings Accounts, 457 and 401A plans

Paid Holidays

Paid Vacation

Paid Sick Leave

Regional Transit Monthly Pass Reimbursement



Minimum Qualifications:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

- I. High school graduation or its equivalence;
AND
- II. One year of responsible payroll or financial and statistical recordkeeping experience.

How To Apply:

A completed SETA application must be submitted by the deadline date using the online application which can be found at <https://laserfiche.seta.net/Forms/app>. Copies of all degrees and credentials must be attached to the application.

Upon job offer individuals will be required to complete a pre-employment health screening, TB test, and background check.

Posting Date: Monday, June 4, 2018

Final Filing Date: Friday, June 15, 2018 by 5 p.m.

SETA will not accept applications electronically submitted after the 5 p.m. deadline. Auxiliary aids and services are available upon request to individuals with disabilities.

SETA is an Equal Opportunity Employer.

