



## ACCOUNTANT I

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](http://www.seta.net).

We are looking for an Accountant I to perform a variety of professional accounting assignments under the direction of the Fiscal Department Chief or designee. Job assignments require substantial knowledge of SETA's contracting and claims reimbursement procedures, methods, and systems.

**Program Summary** Lead by the Fiscal Chief, the Fiscal Services oversees all the financial operations of SETA, including accounts payable, payroll, accounts receivable, purchasing, financial reporting, budgeting, auditing, and grant administration. The Department includes 15 staff manage approximate budget of \$120 million with 100% of the agency's budget funded through grants.

**Position Summary:** Under general direction, the Accountant I performs beginning professional accounting work, assists with the maintenance of fiscal records and journals, assists with the preparation and maintenance of a variety of financial and fiscal reports, and performs related work as required.

**Starting Salary:** \$26.89/Hr. to \$34.33/Hr. (New employees typically are hired at the first step, Step A. SETA's pay scale consists of six steps, each step increase is on annual basis.)

### Benefits:

Medical Benefits (6 plans to choose from)  
Dental and Vision Benefits  
Life Insurance Health Savings Account (HSA)  
Modern Health – Mental Health Program  
Educational Reimbursement: up to \$1500 annually  
Public Employee Student Loan Forgiveness Program  
Pension (mandatory contribution required)

Retirement Health Savings Accounts and 401 K plans  
Paid Holidays (13)  
Paid Vacation and Sick Leave  
Paid Personal Leave  
Paid Jury Duty  
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 this knowledge and ability would be:

- I. Advanced educational training in finance and accounting methods and procedures.

**Who May and How to Apply:** This is an OPEN examination. Open to the public, current employees, and employees eligible for transfer or voluntary demotion. A completed SETA application must be submitted by the deadline date using the online application

[Click Here to Apply](#)

**Posting Date: Monday, December 9, 2024**

**Final Filing Date: Monday, December 16, 2024 by 5 p.m.**

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

SETA will not accept applications electronically submitted after the 5 p.m. deadline.

SETA is an Equal Opportunity Employer. Auxiliary aids and services are available upon request to individuals with disabilities.

