



ACCOUNTANT II (SUPERVISORY)

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 an Accountant II (Supervisory) to perform a variety of professional and complex accounting assignments under the direction of the Fiscal Department Chief or designee. Duties will include supervisory and training responsibilities for payroll and other designated staff.

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: The Accountant II (Supervisory) position will be responsible for:

- Supervising and monitoring the activities of assigned staff
- Act as backup ensuring proper disbursement of payroll taxes and deductions
- Ensure the timely and accurate posting of financial transactions
- Prepare a variety of financial statements and reports
- Assist with the annual financial audit and other government agency audits
- Develop and implement policies, procedures and processes with emphasis on internal controls
- Maintain cash flow resources and records
- Project cash flow needs and insures availability
- Establish and maintain cooperative working relationships with County Department of Finance, grantors and subgrantees

The ideal candidate would have:

- Extensive payable and cash management experience
- The ability to work independently and prioritize workload to meet deadlines
- Proven project management and leadership skills
- Excellent analytical skills with attention to detail and accuracy
- Strong computer skills

Experience with ADP and SAP is a plus.

Starting Salary: \$32.01/Hr. to \$40.86/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)	Retirement Health Savings Accounts
Dental and Vision Benefits	Paid Holidays (13)
Modern Health – Mental Health Program	Paid Vacation and Sick Leave
Life Insurance	Paid Jury Duty
Educational Reimbursement: up to \$1500 annually	401 K Plans
Public Employee Student Loan Forgiveness Program	Health Savings Account (HSA)
Pension (mandatory contribution required)	
Regional Transit Monthly Bus Pass Reimbursement	

Minimum Qualifications:

Training and Experience:

- I. Advanced educational training in finance and accounting. One year of responsible work experience in public agency accounting and fiscal procedures including a lead or supervisory role or one (1) year of experience equal to an Accountant II.

WHO MAY AND HOW TO APPLY: 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](#)

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.

POSTING DATE: Monday, February 3, 2025

FINAL FILING DATE: Monday, February 10, 2025, by 5 p.m.

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