



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.

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.

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: \$21.11 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 and 457 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 this knowledge and ability would be:

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

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>.

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

Posting Date: Thursday, August 8, 2019

Final Filing Date: Wednesday, September 4, 2019 by 5 p.m.

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.

