



ACCOUNTANT III (Fiscal Manager)

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 III (Fiscal Manager) to perform a variety of advanced accounting assignments including planning and supervising SETA's disbursement, procurement, payroll, inventory, and monitoring functions. Responsibilities also include providing training to other fiscal staff and assisting them with the understanding of SETA's fiscal procedures and applicable regulations.

Position Summary: Under general direction, the Accountant III (Fiscal Manager) performs advanced accounting work in the review and validation of agency expenditures; prepares, analyzes, and maintains a variety of financial and fiscal reports; supervises and monitors the activities of assigned staff; develops program budgets and analyzes monthly program expenditures; and to do related work as required. The ideal candidate will be knowledgeable in fiscal grant administration and have excellent communication skills.



Salary: Based on experience.

Benefits:

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| Medical Benefits (6 plans to choose from) | Paid Jury Duty |
| Dental Benefits | Pension (mandatory contribution required) |
| Life Insurance | Retirement Health Savings Accounts, 457 and 401A plans |
| Vision Insurance | Paid Holidays |
| Educational Reimbursement: up to \$1500 annually | Paid Vacation |
| Access to the Public Employee Student Loan Forgiveness Program | 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. Advanced educational training in finance and accounting.
- II. Three (3) years of increasingly responsible work experience in accounting, finance, and data processing work, preferably including considerable experience in working with cost accounting methods and procedures and internal fiscal controls.
- III. Head Start experience preferred.



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: Wednesday, June 27, 2018

Final Filing Date: Wednesday, July 11, 2018 by 5 p.m.

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

SETA is an Equal Opportunity Employer

