



## ACCOUNTANT II INTERNAL and EXTERNAL

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 II to perform a variety of professional and complex accounting assignments under the direction of the Fiscal Department Chief or designee. Duties will include fiscal monitoring of contract payments and other duties as assigned.

**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 position will be responsible for:

- Perform fiscal monitoring of contract payments
- Verify payroll records and documentation of for subcontractors
- Ensures proper disbursement of payroll taxes and deductions for sub recipients
- Review and prepare fiscal evaluations for proposed subgrantee and delegate agency contracts
- Approves requests for budget modifications and allowability requests or questions
- Conducts subcontractor workshops to explain fiscal procedures
- Represents SETA's fiscal services unit in contract negotiations with subcontractors
- Provides other fiscal staff with resources for processing contract payments
- Performs fiscal monitoring of contract payments
- Provides technical assistance to subcontractors
- Trains and serve as a resource for Account Clerks
- Prepares a variety of financial statements and reports
- Maintains SETA's fixed asset records

The ideal candidate would have:

- Knowledge of principles, methods, and practices of accounting, financial recordkeeping, and financial administration
- Fiscal monitoring and contract payment experience

- Excellent analytical skills with attention to detail and accuracy
- Strong computer skills

Experience with ADP is a plus.

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

Retirement Health Savings Accounts  
Paid Holidays (13)  
Paid Vacation and Sick Leave  
Paid Jury Duty  
401 K Plans  
Health Savings Account (HSA)

### **Minimum Qualifications:**

#### Training and Experience:

- I. Advanced educational training in finance and accounting and one year of responsible work experience in public agency accounting and fiscal work.

**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: Tuesday, April 28, 2026**

**FINAL FILING DATE: Tuesday, May 12, 2026 by 5 p.m.**

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