

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**ACCOUNTANT I – 1102**

**DEFINITION:**

Under general supervision, to perform professional accounting work in maintaining a complex set of budgetary or financial records; to conduct departmental and business audits and, under supervision, the more complex audits; and to perform related work.

\* **EXAMPLES OF DUTIES:**

- Performs revenue audits, accounting, or financial information systems work;
- Analyzes, reconciles, and maintains a variety of financial statements and accounting records and documents;
- Plans and assigns work and resolves fiscal record keeping problems;
- Prepares and reviews revenue estimates, expenditures, and fund conditions;
- Sets-up and supervises financial record keeping systems;
- Audits books of departments, businesses, and special districts;
- Reviews records of original entry for accounts receivable, accounts payable, expenditures, and incomes;
- Notes discrepancies and makes recommendations regarding findings;
- Responds to staff and outside agency inquiries relating to budget and financial matters;
- Prepares reports;
- Dictates correspondence;
- Prepares financial statements;
- Directs the inputting and updating of data contained in the City's accounting system;
- Maintains and revises accounting and related system procedures;
- Evaluates and documents internal controls to identify weaknesses and risks;
- May supervise clerical personnel or subordinate professional personnel.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree in Accounting, **OR** a Bachelor's degree in a closely related field, and completion of at least 24 semester/36 quarter units of college-level accounting course work; **AND** one year of full-time professional accounting and/or auditing experience.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.