

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**ACCOUNTANT TRAINEE - 1538**

**DEFINITION:**

Under immediate supervision, to perform professional accounting work in the maintenance of a set of financial records; to assist an accountant of higher level in large departmental audits; to conduct the smallest audits; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Compiles data for special and regular financial statements and reports;
- Reviews records of original entry regarding accounts receivable, accounts payable, expenditures, and revenue;
- Verifies that expenditures have been made according to procedures and are valid;
- Conducts the less difficult departmental, business and special district audits, accounting, or financial information systems work and makes reports regarding findings;
- Prepares trial balances;
- Responds to staff and outside agency inquires related to budget and financial matters;
- Maintains and analyzes complex accounting records, documents, and procedures;
- Maintains and reconciles subsidiary and control accounts;
- Evaluates and documents internal controls and provides general guidance to staff regarding internal controls;
- May supervise clerical employees in the posting and maintenance of financial records.

**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** college graduation with 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; **OR** a graduating senior in the final semester or quarter of an Accounting or closely related degree program, which must include at least 24 semester/36 quarter units of college-level accounting course work.

- \* 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.**