

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**SENIOR ACCOUNT AUDIT CLERK – 1133**

**DEFINITION:**

Under direction, in the Office of the City Auditor or Department of Finance, to supervise and/or review the work of Account Audit Clerks performing review and error correction of basic clerical accounting work of classes in other departments; to perform high-level, difficult clerical accounting work using standard accounting principles and procedures within a double entry financial accounting system and related subsidiary systems; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Reviews reports, summaries, and reconciliations such as: Accounts Payable reports, including Payment Efficiencies, Payment Discounts Earned, and Duplicate Payments; Construction progress payments, withholding and release of retention, escrow payments, and processing stop notice claims; City-wide travel, airline billings, and Fixed Assets and Petty Cash/Change Fund reconciliations; Accounts Receivable and revenue reports, including fee accounts, Subdivision Fund, Deposit Trust Fund, property tax transaction reconciliations, and wire transfers; Out-of-Balance reports, suspense listings, grant billings, and condemnation deposits;
- Determines whether prescribed procedures have been followed;
- Traces and locates complex code and posting errors and prepares and/or reviews journal vouchers for corrections;
- Answers inquiries from the public and other City departments regarding accounting procedures;
- Answers inquiries from the public and other City operating departments requiring judgment and interpretation of applicable accounting procedures;
- Trains, schedules, assigns, and rates the work performance of Account Audit Clerks.

**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>.

Two years of full-time bookkeeping experience performing accounting clerical work using standard accounting principles and procedures within a financial accounting system and related subsidiary systems, which must include recording, reconciling, and/or verifying financial transactions, **AND** six months of full-time experience at a level equivalent to an Account Audit Clerk with the City of San Diego which involves auditing, reviewing, and

- \* 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.**

correcting errors in basic accounting work; **OR** two years of full-time experience at a level equivalent to an Account Audit Clerk with the City of San Diego, which involves auditing, reviewing, and correcting errors in basic accounting work.