

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR ACCOUNT CLERK - 1844

DEFINITION:

Under direction, 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; to supervise or lead subordinate clerical personnel; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs high-level, complex accounting clerical work requiring independence of action and decision-making where supervision received is minimal and consequence of error is great;
- Reviews, reconciles, and verifies financial records and documents;
- Posts by hand, machine, on-line, or batch mode computer input to control accounts, subsidiary ledgers, and registers;
- Determines whether prescribed procedures have been followed;
- Traces and locates complex code and posting errors and makes corrections;
- Answers inquiries from the public and other City operating departments requiring judgment and interpretation of applicable accounting procedures;
- Uses adding machines, calculators, typewriters, bookkeeping machines, and computer terminals, as required;
- Trains, schedules, assigns, and rates the work performance of subordinate clerical 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>.

Two years of full-time bookkeeping or accounting clerical experience, which must include recording, reconciling, or verifying financial transactions; **OR** a certificate of completion in a formalized (classroom) Accounting or a Bookkeeping Training Program, or 8 semester/12 quarter units of college-level accounting or bookkeeping course work, **AND** one year of experience as specified above.

- * 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.**