

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

**DEFINITION:**

Under general supervision, in the Office of the City Auditor and Comptroller, to review and correct errors in basic accounting clerical work performed by other City classes, using one or more of the City's double entry financial accounting systems; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

Account Audit Clerks in the Office of City Auditor and Comptroller are responsible for reviewing and correcting errors in the basic accounting work of Account Clerks and other classes in other departments. While Account Clerks reconcile their own work, ensure that work is properly documented and recorded, and meets City policy and procedures, Account Audit Clerks perform audit and error correction of that work and the basic accounting work of departmental clerical classes.

\* **EXAMPLES OF DUTIES:**

- Trains Account Clerks and other classes in the procedures and usage of, and reviews, identifies and takes corrective action for transactions in one or more of the following systems: the Accounting and Management Resource Information System (AMRIS), Accounts Payable (A/P), Accounts Receivable Information System (ARIS), Fixed Assets Management Information System (FAMIS), and/or the On-line Purchase Information System (OPIS);
- Reviews work in one or more of the following areas: Accounts Payable, Accounts Receivable, Interfund Transfers, Purchase Orders, Direct Payments, Petty Cash, Fixed Assets, Deposit and Subdivision Trust Funds, Condemnation deposits, construction change orders, requests to open/close job orders, airline billings, and travel payments;
- Determines whether the submitted work follows prescribed procedures;
- Reviews reports and identifies and corrects accounts out of balance;
- Performs reconciliations of submitted work;
- Performs research into the account history of transactions;
- Initiates journal vouchers as necessary;
- Handles all voided checks (other than pension and payroll checks), does necessary manual corrections to accounts, and calculates taxes;
- Reconciles financial accounting records used in the preparation of the City's financial statements.

**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 Announcement for updated minimum qualifications.

One year of experience recording financial or payroll transactions in a double entry financial accounting system, **OR** completion of 9 semester/15 quarter units in accounting, **OR** completion of an accounting or bookkeeping curriculum at a recognized business college; **AND** six months of experience as an Account Clerk with the Office of the City Auditor and Comptroller.

- \* **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.