

July 1, 1999

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ACCOUNTANT I

DEFINITION:

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

* **EXAMPLES OF DUTIES:**

- Analyzes and reconciles a variety of financial statements;
- 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;
- Prepares reports;
- Dictates correspondence;
- May supervise clerical personnel or subordinate professional personnel;
- Prepares 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.

College graduation with a Bachelor's degree in Accounting or Business Administration with a minimum of 16 semester/24 quarter units in accounting; **AND** one year of professional accounting experience. Additional professional accounting experience may be substituted for education lacked on a year-for-year basis.

- * **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.