

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**ACCOUNTANT III**

**DEFINITION:**

Under direction, to perform the most difficult and complex audits, investigations and studies; to perform accounting work of a highly complex or sensitive nature; to assist in training and to lead the work of other professional accountants; and to perform related work.

\* **EXAMPLES OF DUTIES:**

**In the Audit Division:**

- Under direction, plans and designs audit programs and conducts the complex and comprehensive audits of major departments, lessees, and franchises;
- Prepares audit reports and recommendations for changes in audit systems and controls;
- Performs special investigations and studies;
- Assists in training and leads the work of other professional accountants.

**In the Accounting Division:**

- Reviews and approves expenditures of all City departments for legal and budgetary compliance;
- Trains other professional accountants and City departments in the use of the Accounting Management Resources Information Systems (AMRIS);
- Prepares and reconciles data input and financial report output of the accounting system;
- Designs accounting systems for newly established City programs;
- Assists in training and leads the work of other professional accountants;
- Performs special studies and prepares reports as assigned.

**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** college graduation with a Bachelor's degree in Business Administration or related field with a minimum of 16 semester/24 quarter units in Accounting; **AND** three years of professional accounting experience; **OR** certification as a Certified Public Accountant (CPA) in California.

\* **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.