

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ACCOUNTANT IV

DEFINITION:

Under direction, to supervise the work of professional Accountants performing accounting and auditing work, or setting up, reviewing and maintaining automated financial information systems; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Plans, assigns, supervises, reviews and evaluates the work of subordinate staff performing a variety of financial accounting and audit functions including the following:
- Coordination and preparation of City's Annual Comprehensive Financial Report, State Controller's Report, and other financial reports;
- Review, analysis and reconciliation of revenue and expenditure transactions and documents;
- Maintenance and processing of accounts receivable and accounts payable records and reports;
- Preparation of revenue and expenditure charts and projections;
- Review, reconciliation and maintenance of records and preparation of reports on all City construction projects, deposit trust funds, and other internal and external funds;
- Processing, control, reconciliation and audit of payroll documents, records and files;
- Audits of departmental fiscal operations, cash and securities, inventories and contracts, lease agreements, and franchises;
- Design, programming, installation and maintenance of financial accounting forms, management information systems and procedures;
- Conducts the most complex, comprehensive and politically sensitive accounting and audit assignments;
- Reviews audit reports and recommendations for changes in audit systems and controls;
- 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** a Bachelor's degree in Business Administration or a 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 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.