

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**ACCOUNTANT IV - 1183**

**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 the City's Comprehensive Annual Financial Report, State Controller's Report, and other financial reports;
- Design, documentation, and implementation of financial procedures and internal controls;
- Coordination of the development and documentation of financial policies and procedures;
- Review, analysis, and reconciliation of revenue and expenditure transactions and documents;
- Directs the inputting and updating of data contained in the City's accounting system;
- Maintenance and processing of accounts receivable and accounts payable records and reports;
- Prepares 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, contracts, lease agreements, and franchises;
- Design, programming, installation, and maintenance of financial accounting forms and manages information systems and procedures;
- Performs internal control testing and remediation;
- Conducts the most complex, comprehensive, and politically sensitive accounting and audit assignments;
- Reviews audit reports and recommendations for changes in audit systems and controls;
- Implements and monitors internal controls over financial reporting;
- Performs special studies and prepares reports as assigned.

\* **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.

**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>.

College graduation with a Bachelor's degree in Accounting, **OR** a Bachelor's degree in a closely related field, and completion of at least 24 semester/36 quarter units of college-level accounting course work; **AND** four years of full-time professional accounting experience.