

July 1, 1999

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ACCOUNTANT TRAINEE

DEFINITION:

Under immediate supervision, to perform professional accounting work in the maintenance of a set of financial records; or to assist an accountant of higher level in large departmental audits; to conduct the smallest audits; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Compiles data for special and regular financial statements and reports;
- Reviews records of original entry regarding accounts receivable, accounts payable, expenditures and revenue;
- Verifies that expenditures have been made according to procedures and are valid;
- Conducts the less difficult departmental, business and special district audits and makes reports regarding findings;
- Prepares trial balances;
- Maintains and reconciles subsidiary and control accounts;
- May supervise clerical employees in the posting and maintenance of financial records.

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 with a minimum of 16 semester or 24 quarter units in Accounting.

- * 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.