

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**SENIOR ACCOUNT AUDIT CLERK**

**DEFINITION:**

Under direction, in the Office of the Auditor and Comptroller, to supervise and/or review the work of Account Audit Clerks performing review and error correction of basic clerical accounting work of classes in other departments; to perform high level, difficult clerical accounting work using standard accounting principles and procedures within a double entry financial accounting system and related subsidiary systems; and to perform related work.

\* **EXAMPLES OF DUTIES:**

- Reviews reports, summaries and reconciliations, such as:
- Accounts Payable reports, including Payment Efficiencies, Payment Discounts Earned, and Duplicate Payments.
- Construction progress payments, withholding and release of retention, escrow payments, processing stop notice claims;
- City-wide travel, airline billings, Fixed Assets and Petty Cash/Change Fund reconciliations;
- Accounts Receivable and revenue reports, including fee accounts, Subdivision Fund, Deposit Trust Fund, property tax transaction reconciliations, and wire transfers;
- ut-of-Balance reports, suspense listings, grant billings, and condemnation deposits.
- Determines whether prescribed procedures have been followed;
- Traces and locates complex code and posting errors and prepares and/or reviews journal vouchers for corrections;
- Answers inquiries from the public and other City operating departments requiring judgment and interpretation of applicable accounting procedures;
- Trains, schedules, assigns, and rates the work performance of Account Audit Clerks.

**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.

Two years of bookkeeping experience equivalent to the City of San Diego's classification of Account Clerk, which must include recording, reconciling or verifying financial transactions, **AND** one year of experience as an Account Audit Clerk with the Office of the City Auditor and Comptroller; **OR** two years of experience as an Account Audit Clerk with the Office of the City Auditor and Comptroller. Successful completion of a formalized (classroom) accounting or bookkeeping training program or 9 semester/15 quarter college units of accounting or bookkeeping courses may be substituted for a maximum of one year of the required bookkeeping experience only.

- \* **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.