

July 1, 1999

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **SENIOR ACCOUNT CLERK**

##### **DEFINITION:**

Under direction, 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; to supervise or lead subordinate clerical personnel; and to perform related work.

##### **\* EXAMPLES OF DUTIES:**

- Performs high level, complex accounting clerical work requiring independence of action and decision-making where supervision received is minimal and consequence of error is great;
- Reviews, reconciles and verifies financial records and documents;
- Posts by hand, machine, on-line or batch mode computer input to control accounts, subsidiary ledgers, and registers;
- Determines whether prescribed procedures have been followed;
- Traces and locates complex code and posting errors and makes corrections;
- Answers inquiries from the public and other City operating departments requiring judgment and interpretation of applicable accounting procedures;
- Uses adding machines, calculators, typewriters, bookkeeping machines, and computer terminals as required;
- Trains, schedules, assigns, and rates the work performance of subordinate clerical personnel.

##### **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. 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 experience.

- \* **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.