

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ACCOUNTANT II - 1842

DEFINITION:

Under direction, to perform professional accounting work in the supervision and maintenance of budgetary, revenue, cost, and other financial records; to plan, analyze, and install modifications in accounting and auditing systems; to conduct difficult and complex departmental and business audits; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Performs revenue audits, accounting, or financial information systems work;
- Supervises the maintenance of a complex set of cost and control accounts;
- Confers with governmental officials and department personnel on accounting and auditing requirements and plans;
- Directs the inputting and updating of data contained in the City's accounting system;
- Assigns, supervises, and reviews the processing of financial documents and maintains a systematic record of accounts;
- Maintains and revises accounting and related system procedures;
- Supervises other accountants in auditing departmental, business, and special district accounts;
- Develops and recommends improvements to expedite work and improve accuracy or efficiency;
- Installs approved systems;
- Analyzes office methods and procedures, use of forms and office machines, and reviews space utilization;
- Designs, documents, and implements financial procedures and internal controls;
- Performs internal control testing and remediation;
- Evaluates and documents internal controls to identify weaknesses and risks;
- Prepares financial and procedural reports.

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** two years of full-time professional accounting and/or auditing 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.