

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**ACCOUNTANT III - 1100**

**DEFINITION:**

Under direction, to perform the most difficult and complex audits, investigations, and studies; to perform accounting work of a highly complex or sensitive nature; to assist in training and to lead the work of other professional accountants; and to perform related work.

**\* EXAMPLES OF DUTIES:**

**In the Audit Division:**

- Under direction, plans and designs audit programs and conducts the complex and comprehensive audits of major departments, lessees, and franchises;
- Prepares audit reports and recommendations for changes in audit systems and controls;
- Performs revenue audits, accounting, or financial information systems work;
- Performs special investigations and studies;
- Performs internal control testing and remediation;
- Evaluates and documents internal controls to identify weaknesses and risks;
- Assists in training and leads the work of other professional accountants;
- Coordinates the development and documentation of financial policies and procedures.

**In the Accounting Division:**

- Directs the inputting and updating of data contained in the City's accounting system;
- Maintains and revises accounting and related system procedures;
- Reviews and approves expenditures of all City departments for legal and budgetary compliance;
- Trains other professional accountants and City departments in the use of SAP systems; prepares and reconciles data input and financial report output of the accounting system;
- Designs accounting systems for newly established City programs;
- Assists in training and leads the work of other professional accountants;
- Performs special studies and prepares reports as assigned;
- May supervise subprofessional and/or clerical staff.

**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** three years of full-time professional accounting 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.