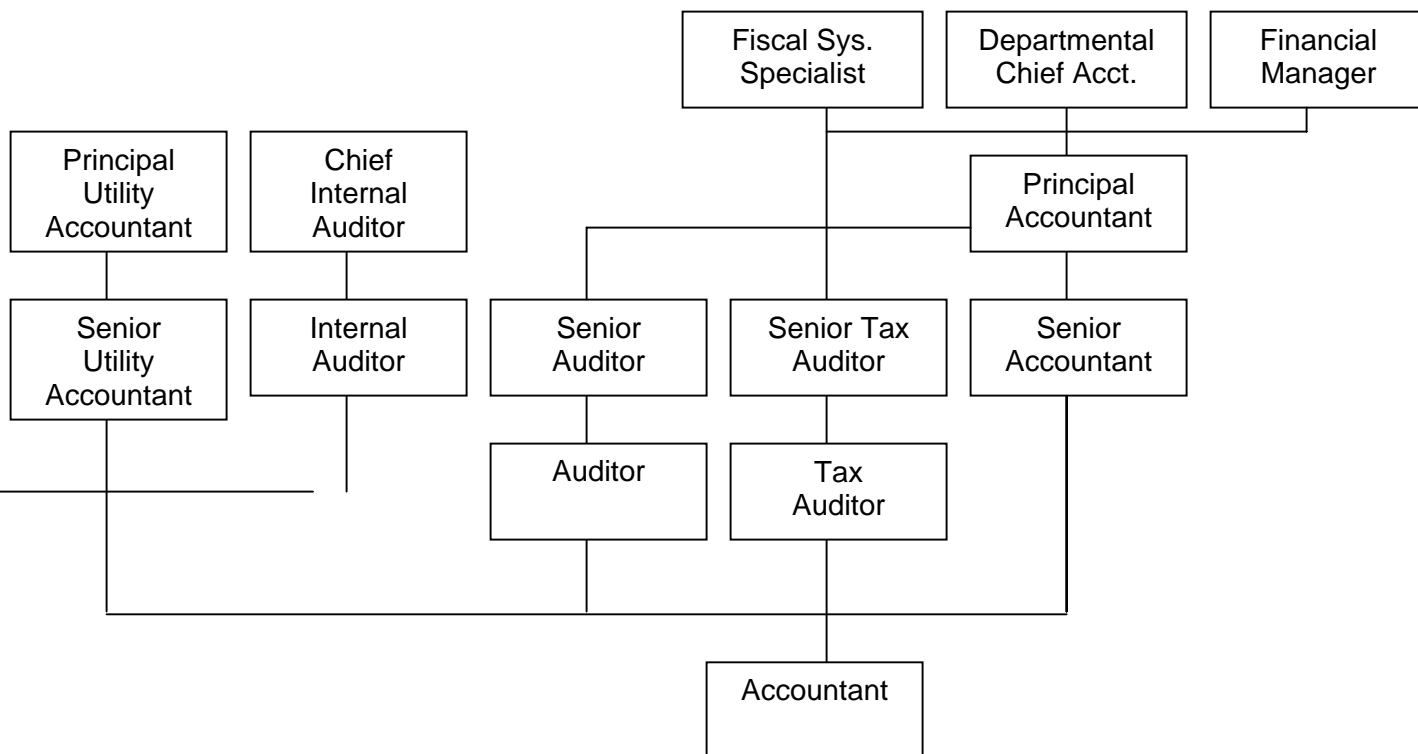


**CITY OF LOS ANGELES
PERSONNEL DEPARTMENT**

CAREER OPPORTUNITIES FOR ACCOUNTANT

This information is being given to you to describe potential opportunities as an Accountant. The career ladders that Accountants most commonly enter into are diagrammed below. The typical duties and requirements for the first promotional level of these career ladders are also described. However, these may be subject to change. You may review the class specifications and some job bulletins through the Personnel Department's website at www.lacity.org/PER or you may request a copy of this information from the Personnel Department, Room 100. We encourage you to examine the options open to you and to prepare yourself for the promotions for which you qualify.



DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVEL

Senior Accountant

Duties: Plans, assigns, reviews and evaluates the work of a group of Accountants engaged in preparing, maintaining and analyzing City financial records and reports; reviews and recommends changes to accounting procedures and systems and their related data processing systems; conducts internal and/or external auditing work; may personally perform the more difficult or complex accounting work; routinely exercises independent judgment involving interpretation of accounting principles and procedures; may be responsible for all accounting work in a small department or for a particular phase of accounting in a larger

accounting organization; and applies sound supervisory principles and techniques in building and maintaining an effective work force.

Requirements: Two years of professional accounting or auditing experience with the City of Los Angeles in a class at least at the level of Accountant.

Auditor

Duties: Conducts audits of accounting systems and related records of contractors, City departments and other entities to determine the accuracy of revenue, expenditures, and contractor compliance; the adequacy of internal controls; recommends necessary changes in systems and procedures; and prepares reports on audits.

Requirements: One year of full-time paid experience in government, enterprise, commercial, or financial accounting or auditing in a class at the level of Accountant **and** graduation from a recognized four-year college or university with **either:**

- a. A major in accounting; **or**
- b. Satisfactory completion of at least 24 semester or 36 quarter units in the following courses: Principles of Accounting I and II (full year introductory course); Intermediate Accounting I and II (full year course); Cost Accounting; Auditing; **and either** Governmental Accounting I and II, Tax Accounting, or upper-level data processing (full year course).

Tax Auditor

Duties: Conducts or reviews field or office audits of accounting and related records of persons, businesses and organizations to determine the accuracy of self-assessed payments to the City of Los Angeles, and performs internal audits of operations related to business tax and permit enforcement, audit and administration.

Requirements: Graduation from a recognized four-year college or university with at least 24 semester or 36 quarter units in accounting including at least one course in auditing, and one year of professional experience in financial auditing or accounting; **or**

One year of experience as a Tax and Permit Field Representative for the City of Los Angeles and completion of 24 semester units or 36 quarter units in accounting including one course in auditing at a recognized two-year business college or four-year college or university.

Note: The above information does not replace class specifications and examination bulletins.

PREPARING YOURSELF FOR PROMOTION

1. Broaden your work experience by taking advantage of job rotation and transfer opportunities. Take advantage of on-the-job training opportunities relating to your work.
2. Take advantage of formal education opportunities relating to your work.

3. Learn and stay abreast of laws, procedures, policies and practices relating to your career ladder.
4. Carefully review examination bulletins and class specifications for promotional classes to determine the kinds of skills, knowledges and abilities you need to develop for promotion.
5. Request for Notification cards may be completed in Room 100 of the Personnel Building (847-9240) to notify you by mail when a specific examination is open for filing. Familiarize yourself with the areas in your work location where weekly job bulletins are posted.
6. Employees may obtain career counseling from the Personnel Department's Employee Development Section, (213) 847-9200, in Room 380, Personnel Building.

(Rev. 3/05)