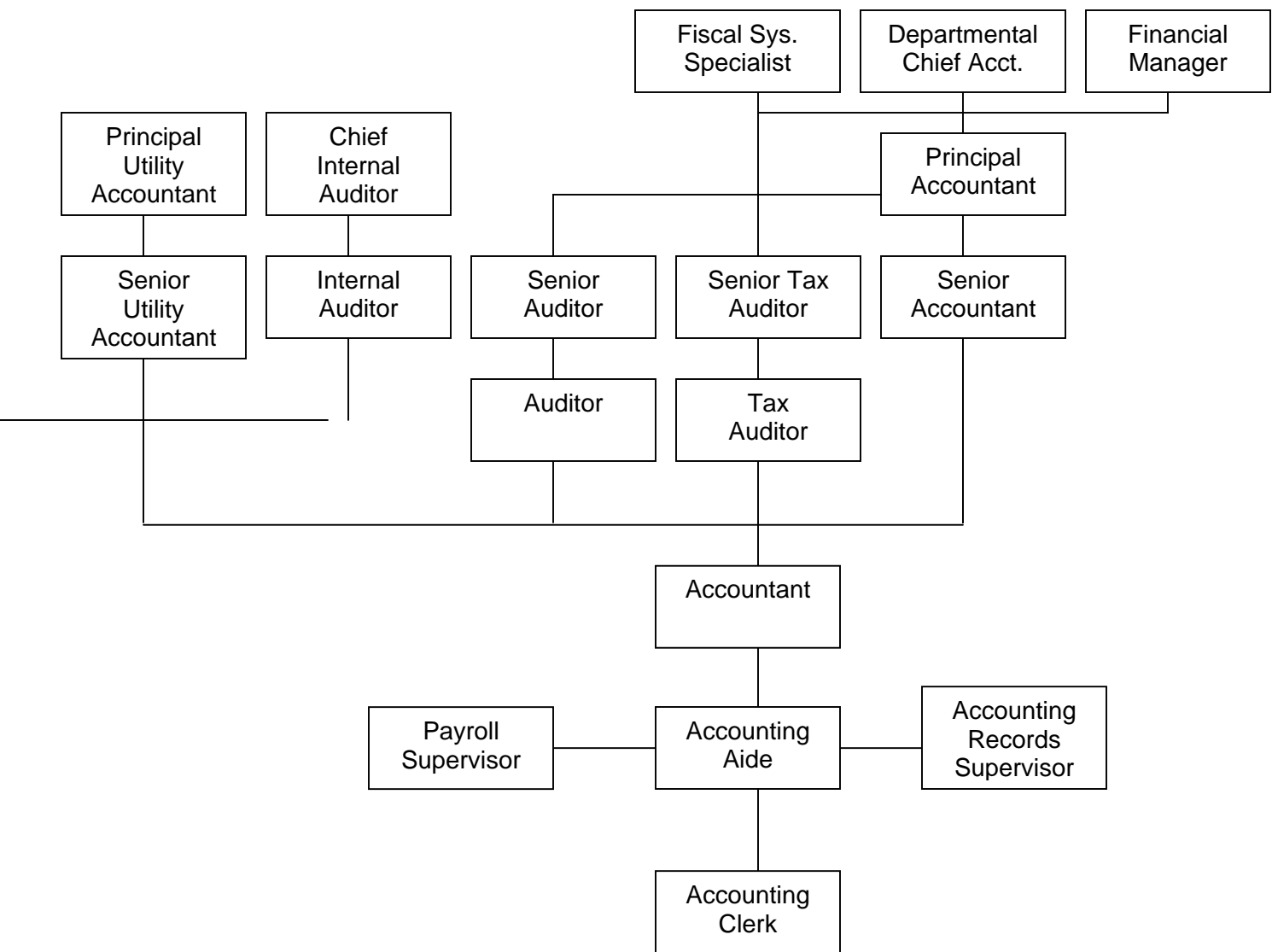


**CITY OF LOS ANGELES
PERSONNEL DEPARTMENT**

CAREER OPPORTUNITIES FOR ACCOUNTING AIDE AND ACCOUNTING CLERK

This information is being given to you to describe potential opportunities as an Accounting Aide and Accounting Clerk. The career ladders that Accounting Aides and Accounting Clerks 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

Accountant

Duties: Performs professional accounting work in the analysis, preparation, maintenance, control and reconciliation of financial records and reports in accordance with the principles of governmental and public accounting.

Requirements:

1. Graduation from a recognized four-year college or university and at least 24 semester or 36 quarter units in accounting (course titles and the number of units for each course must be listed on or attached to the application if you did not receive a degree in Accounting); **or**
2. Standing as a senior in a recognized four-year college or university. However, you cannot be appointed until proof of graduation and completion of the required units is submitted.
3. One year of experience as an Accounting Aide with the City of Los Angeles and satisfactory completion of 13 semester units or 19 quarter units in accounting which includes at least 3 semester or 4 quarter units in intermediate accounting at a recognized college, university or two-year business college.

Payroll Supervisor

Duties: Assigns, reviews and evaluates the work of employees engaged in payroll preparation; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

Requirements: Two years of full-time paid office clerical experience in a class at least at the level of Senior Clerk including at least one year of experience in the preparation, processing and maintenance of payroll documents, records and reports.

Accounting Records Supervisor

Duties: Assigns, reviews and evaluates the work of a group of clerical employees engaged in the preparation, processing and maintenance of a wide variety of accounting or financial records; or supervises accounting clerical personnel serving as cashiers or tellers; applies sound supervisory techniques in building and maintaining an effective work force; fulfills equal employment opportunity responsibilities.

Requirements: Two years of full-time paid experience as an Accounting Clerk, or in a class at least at the level of Senior Clerk which provides experience in office clerical accounting or cashiering.

Accounting Aide

Duties: Under the supervision of professional accounting personnel, assists and receives training in the preparation, maintenance, audit, and analysis of financial records and reports.

Requirements: One year of full-time paid experience as an Accounting Clerk or in a class at that level performing responsible clerical accounting duties in the preparation, processing, and maintenance of accounting records and reports.

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)