



**CITY OF TORRANCE**  
**Accounting/Financial Series Career Ladder**

**Assistant Finance Director**

BA in accounting, finance, business admin. or a closely related field & 5 yrs of professional exp in finance, at least 2 yrs of which shall have been in supervision of a major financial function or division, or in mgmt of financial audits of local gov't entities.

**Finance Manager (Accounting, Audit, Budget)**

BA in accounting, finance, business admin. or a closely related field & 5 yrs of financial experience in accounting, budgeting, or auditing, preferably in a gov'tl agency.  
**NOTE:** Finance Manager (Auditing) must be a CPA.

**Senior Accountant/Auditor**

BA in Accounting or a related field including a min. of 24 sem. units in accounting courses; or CA CPA cert; passed the CPA & 3 yrs of recent & responsible accounting or auditing exp, preferably for a gov't agency or in performance of financial audits of local gov't entities.

**Accountant/Auditor**

BA Accounting; or possession of a Certified Accounting certificate from the State of CA or governing agency & 1 yr of exp. involving preparation or maintenance of financial records.

**Senior Account Clerk**

HS Grad or GED Cert. preferably including or supplemented by courses in bookkeeping or financial record keeping.; & 3 yrs exp in maintenance of financial records.

**Account Clerk**

HS Grad or GED Cert. preferably including or supplemented by courses in bookkeeping or financial record keeping.; & 2 yrs exp in maint. of financial records, including exp in 1 or more of the following areas; accounts payable, accounts receivable, payroll, trial balance, journal voucher preparation, ledger control.



Requires add'l training or educ. to qualify for promotion



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