

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

ACCOUNTING AND FISCAL ADMINISTRATION CAREER TRAINEE

POSITION CODE: 00140  
Effective: 08/01/2005

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, participates in an agency sponsored training program of six to twelve months, receiving work assignments designed to develop knowledge, understanding and practical skills consonant with the various professional accounting or fiscal administration career disciplines within a state agency; receives controlled assignments in a specific phase of an agency's operation, involving the completion of practical work tasks of increasing difficulty and responsibility.

This classification includes positions which serve as a recruiting level for graduates of a four year college program with academic preparation in the field of accounting. In this application, candidates will learn to apply knowledge of professional accounting systems to the performance of closely supervised job-specific tasks in a learning capacity. This classification has been selected for inclusion in the employee Upward Mobility Program as a credential title.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Actively participates in an orientation, in-service and on-the-job training program, designed to give cross section familiarity and intimate knowledge of program and service philosophies and the operating objectives of the agency, as well as working knowledge of a broad spectrum of professional career disciplines.
2. Accepts and completes assignments of increasing difficulty for the purpose of gaining experience and developing working skills; consults with supervisory personnel on working problems and makes recommendations for needed improvements.

## ACCOUNTING AND FISCAL ADMINISTRATION CAREER TRAINEE (Continued)

3. Pursues to successful completion assigned projects, and builds and refines knowledges of the tools and techniques utilized in the assigned area of operation, along with the appropriate methods and procedures of application.
4. Attends and participates in staff meetings, conferences, workshops, institutions, and other activities which will provide meaningful learning experience.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires a bachelor's degree in accounting or an allied field.

This class is included as an Upward Mobility Program credential title.

#### Knowledges, Skills and Abilities

Requires ability to prepare comprehensive written and oral reports.

Requires ability to understand and follow oral and written instructions.

Requires ability to profit from training received in the designated area of state government.

Requires ability to establish and maintain harmonious working relationships with other employees and agency representatives.