

UPWARD MOBILITY PROGRAM

Annotated Guide

Target Title: AFACT (Accounting & Fiscal Administration Career Trainee)

Position Title Code: 00140

Salary Grade: RC-062-12

Credential or Certificate: Credential

Promotional Title: Accountant II

User Agency: Agriculture, Banks & Trusts, CMS, Commerce & Community Affairs, Corrections, Employment Security, EPA, Insurance, Public Aid, Public Health, Revenue, State Police

Promotional Title: Business Manager I

User Agency: Corrections, Mental Health

Promotional Title: Methods and Procedures Advisor I

User Agency: Mental Health

Promotional Title: Unemployment Insurance Auditor II

User Agency: Employment Security

An Accounting & Fiscal Administration Career Trainee serves in a trainee position for 6 months to 1 year. After successful completion of training program, trainee is promoted to one of the promotional titles listed above. AFACT is the entry level for most positions in accounting; the title is used by a wide variety of state agencies.

Minimum Training and Experience

"A" grade:

- 1) Declared major in ACCOUNTING

OR

- 2) Related declared major in following specific fields OR combination of 20 SH (30QH) in following specific fields, INCLUDING minimum of 12 SH (17QH) in ACCOUNTING: Business Administration/Management, Math, Economics, Finance, Marketing, or Statistics

"B" grade:

- 1) An undergraduate degree in Business Administration. Math, Economics, Finance, Marketing or Statistics with 9 semester hours in Accounting

OR

- 2) Any undergraduate degree as long as the applicant has a total of 20 semester hours in related fields and at least 9 semester hours of credit in Accounting coursework.

2/08 Salary Revised

9/03 Content Revisions

6/14 Content Revisions