

# UPWARD MOBILITY PROGRAM

## Annotated Guide

Target Title: **Revenue Auditor Trainee**

Position Title Code: 38375

Salary Grade: RC-62-12

Credential or Certificate: Credential

Promotional Title: Revenue Auditor I

User Agency: Revenue

A Revenue Auditor Trainee, under immediate supervision, for a period from six to twelve months, participates in a comprehensive, agency-sponsored training program in tax auditing. After successful completion of training program, trainee is promoted to a Revenue Auditor I position. These positions are in the Department of Revenue, primarily in Cook County; a few positions are located out of state.

### Minimum Training and Experience

Requires possession of a bachelor's or master's degree in Accounting, Business Administration, or Finance with a minimum of 21 semester hours of progressive coursework in accounting, with additional coursework in management and business administration, business law, computer science, economics and statistics.

### Grading Guide

#### **"A" Grade:**

Related Bachelor's degree (declared major in accounting; finance; business administration) with 27 semester hours of accounting and related coursework (business administration, management, computer science, finance, economics, statistics) that includes at least 21 semester hours of mandatory & elective accounting courses.

#### **Mandatory Accounting Courses (12 Semester Hours Required):**

- The participant must possess 12 semester hours (18 quarter hours) of credit in **mandatory** accounting courses. No more than 12 semester hours of accounting credit hours in courses considered mandatory can be counted towards meeting the grade requirement.
- Mandatory accounting courses are those courses which would be equivalent to the following:  
Accounting Principles I / Financial Accounting                      Intermediate Accounting I  
Accounting Principles II / Managerial Accounting                      Intermediate Accounting II

#### **Elective Accounting Courses (9 Semester Hours Required):**

- The participant must possess a minimum of 9 semester hours (13 quarter hours) of credit in **elective** or advanced accounting courses.
- Once the participant meets the required 9 semester hours of elective accounting coursework, any additional elective accounting course credit can be counted towards the 27 semester hours required for an "A" grade.
- Examples of elective accounting courses include the following:  
Cost Accounting                      Taxation / Federal Income Taxation  
Advanced Financial Accounting Auditing  
Accounting Information Systems                      Government/Non-Profit Accounting

8/11 Content Revisions

6/08 Salary Revised