

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

REVENUE AUDITOR TRAINEE

POSITION CODE: 38375
Effective: 3-1-11

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, for a period from six to twelve months, participates in a comprehensive, agency sponsored training program in tax auditing; receives a combination of classroom instruction and on the job training to prepare college graduates with a concentration of coursework in the field of accounting for a career as a Revenue Auditor. This class includes only those positions which require a professional preparation in accounting at the bachelor's degree level and which describe training duties in revenue tax auditing.

This classification has been selected for inclusion in the employee Upward Mobility Program, wherein qualifying state employees may complete the appropriate credential for this profession.

ILLUSTRATIVE EXAMPLES OF WORK;

1. Completes eight weeks of formal classroom training on tax laws and audit procedures; receives one to three weeks of specialized field training on separate tax laws.
2. Receives six to nine months of additional closely supervised instruction and on-the-job training in the performance of auditing assignments in-house or in a field setting. Trainees' work is assigned according to ability and work products are reviewed and measured against expected levels of performance.
3. Receives and completes assignments of a routine nature or specific aspects of more difficult case assignments, such as audit of taxpayers' books and records, investigation of delinquencies or noncompliance by taxpayers, etc., in accordance with established rules, policies and procedures.
4. As training progresses, participates as part of a team in project assignments, or assists in more difficult or complex work projects; receives instruction, assessment and on-the-job training applicable to work assignment from supervisory personnel.
5. Prepares comprehensive reports detailing results and conclusions of assignments including supportive documents and evidence.
6. Provides routine tax information and guidance to taxpayers concerning the proper method of completing tax returns and application forms; promotes voluntary taxpayers' compliance; answers routine inquiries as to rules, regulations and procedures.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

REVENUE AUDITOR TRAINEE (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires possession of a bachelor'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, computer science, economics and statistics.

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

Knowledges, Skills and Abilities

Requires elementary knowledge of professional accounting methods and techniques of tax accounting and auditing.

Requires elementary knowledge and understanding of the various types of records maintained by businesses, partnerships and individuals.

Requires elementary knowledge of methods, procedures and techniques utilized in the examination and review of tax returns and supporting documentation, and in determining and recommending appropriate corrective action.

Requires elementary knowledge of statistics, sampling methods, procedures, applications and analysis of statistical results.

Requires elementary knowledge of files, procedural manuals and other related materials utilized in the research and analysis of tax returns and supporting documentation.

Requires ability to read, interpret and analyze journals, ledgers, balance sheets, and other types of financial documentation.

Requires ability to detect computational, noncompliance, legal and/or technical errors in the process of reviewing tax returns and supporting documentation, and recommend determinations within established guidelines.

Requires ability to prepare and maintain statistical and informational records and reports according to guidelines and accepted practice.

Requires ability to develop and maintain satisfactory working relationships with the public and other employees.

Requires ability to obtain necessary information in a tactful and diplomatic manner.

Requires ability and willingness to travel extensively and frequently, often keeping irregular hours.

Requires possession of an appropriate valid driver's license and access to an automobile.