

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

LOCAL REVENUE AND FISCAL ADVISOR I

POSITION CODE: 24101  
Effective: 3-1-79

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, performs routine professional duties by providing advice and assistance to local governmental officials on revenue, fiscal and grants systems and requirements; participates in writing and developing accounting and budgetary systems procedures for local government; gathers information and data on local revenues and costs; may participate in management audits process and in analyzing findings and data.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Participates in writing and developing routine accounting procedures, budgetary procedures and expenditure reporting procedures for local jurisdictions; assists other professional staff in writing and developing reports, papers and manuals setting forth systematic methods in local government administration.
2. Assists higher level professional staff in writing reports and papers regarding state and federal financial reporting, revenue sharing, grants processes, revenue forecasting and tax bases; may participate in more complex professional functions such as management audits.
3. Gathers information pertaining to local revenues and expenditures; assists higher level professionals in analyzing data and findings.
4. Assists in maintaining liaison and confers with local government officials on matters pertaining to fiscal and managerial operations.
5. Assists higher level professional staff in developing and designing fiscal informational systems, required forms, and required procedures.
6. Assists in conducting training programs for local government officials, relative to fiscal affairs; develops specialized training programs and training aids.

## LOCAL REVENUE AND FISCAL ADVISOR I (Continued)

7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in accounting, finance, economics, or public administration.

Requires one year of professional experience in accounting, auditing, budgetary planning, or in a related field involving governmental finance.

#### Knowledges, Skills and Abilities

Requires working knowledge of local government fiscal policies and procedures.

Requires a working knowledge of estimation of revenues and of taxes/levies.

Requires working knowledge of statutes, rules and regulations governing local tax administration and grants administration processes.

Requires working knowledge of organization and operation of local government organization.

Requires working knowledge of mathematical formulas, principles and techniques.

Requires working knowledge of research and/or audit techniques and principles.

Requires working knowledge of business English and grammar and skill in expressing and explaining analytical findings and data.

Requires elementary knowledge of training methods and techniques and skill in developing basic training aids and graphics.

Requires ability to formulate, develop and implement revenue forecasting, budgetary and accounting procedures for local governments.

Requires ability to interpret and explain state laws and regulations.

Requires ability to exercise tact and diplomacy in working with local government officials, the general public and employees.

Responsibility is held for cost effective utilization of time, equipments and materials.

Responsibilities are held for correct work decisions and products.