

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

LOCAL REVENUE AND FISCAL ADVISOR II

POSITION CODE: 24102  
Effective: 3-1-79

DISTINGUISHING FEATURES OF WORK:

Under general supervision, independently performs complex professional duties by providing advice and assistance to local governmental officials on revenue, fiscal and grants systems and requirements; writes and develops accounting and budgetary systems procedures for local government; gathers, analyzes, and evaluates information and data on local revenues and costs of government operations; provides assistance or develops methods of revenue forecasting; analyzes tax bases (present or possible); participates in management audits process and in analyzing findings and data; participates in public information programs and speaks before various community and civic groups.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Writes and develops complex accounting procedures, budgetary procedures and expenditure reporting procedures for local jurisdictions; writes and develops reports, manuals and fiscal management study findings.
2. Provides advice and assistance to local governments on complex accounting, budgetary, reporting and tax levying procedures.
3. Writes reports and papers regarding state and federal financial requirements, revenue sharing processes; performs other complex professional functions such as management audits, developing purchasing systems, risk management analysis, and analysis of management needs and functions.
4. Gathers information pertaining to local revenues and expenditures; analyzes data and findings; advises local management on revenue requirements, availability, forecasting, and effect upon tax bases.
5. Maintains liaison and confers with local government officials on matters pertaining to fiscal and managerial operations, and the interrelations of federal/state/local statutes, rules, regulations and policies.
6. Develops and designs fiscal information systems, required forms, and required procedures.
7. Conducts training for local government officials, relative to local government fiscal affairs; develops specialized training programs and training aids.

## LOCAL REVENUE AND FISCAL ADVISOR II (Continued)

8. 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 courses in accounting, finance, economics, or public administration.

Requires two years of professional experience in accounting, auditing, budgetary planning, or in a related governmental field involving tax rates and levies.

#### Knowledges, Skills and Abilities

Requires extensive knowledge of local government fiscal policies and procedures.

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

Requires extensive knowledge of organization and operation of local level government organization and operation.

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

Requires working knowledge of mathematical formulas, principles and techniques.

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

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

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

Requires ability to interpret and explain state laws and regulations.

Requires ability to develop, prepare and present clear and concise reports and recommendations of budgetary and accounting standards.

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

Requires ability to apply and interpret data and information primarily of a fiscal nature and to apply mathematical formulas and techniques.

Responsibility is held for accumulation of all facts/data and correct evaluation in reports/decision making.

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

Responsibility is held for maintenance of satisfactory work relationships both internal and external.