**Accounting Careers Trainee / ACT**

**(0034AR) AR15**

***This class is accountable for mastering the skills necessary to satisfactorily complete the training program for a professional accounting or auditing position.***

EXAMPLES OF DUTIES

Receives training in introductory accounting or auditing work for development of skills and knowledge in order to qualify for advancement into a professional agency accounting or auditing position; performs a variety of increasingly difficult duties as skills are acquired during the course of the training period; examines financial records of governmental or private businesses and accounting methods and procedures to ensure compliance with statutes, regulations, guidelines or accepted accounting principles; may receive training in such areas as maintaining financial records and accounts, establishing financial statements and schedules, and preparing budget estimates; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Knowledge of accounting and auditing principles and practices; knowledge of business mathematics and statistics; some knowledge of business uses of information technology; some knowledge of effective report writing; ability to read and understand written materials; ability to utilize computer software.

MINIMUM QUALIFICATIONS: **Possession of a Bachelor's or Master's degree in accounting or in a closely related business field with at least 15 semester hours in accounting.**

PROMOTION: 1. Incumbents in this class with a Bachelor’s degree in accounting or in a closely related business field with at least 15 semester hours in accounting will be eligible for promotion to the target class without further competitive examination after successful completion of the two (2) year training program.

2. Incumbents in this class with a Master’s degree in Accounting or in a closely related business field with at least 15 semester hours in accounting will be eligible for promotion to the target class without further competitive examination after successful completion of a one year training program.

3. Incumbents who earn a Master’s degree in Accounting or in a closely related business field with at least 15 semester hours in accounting while assigned to this classification will be eligible for promotion to the target class without further competitive examination after successful completion of a one year training program from the date the Master’s degree is conferred or the end of the original training period, whichever comes first.

APPOINTMENT: 1. The length of the training program is two (2) years for individuals with a Bachelor’s degree in accounting or in a closely related business field with at least 15 semester hours in accounting.

2. The length of the training program is one (1) year for individuals with a Master’s degree in accounting or in a closely related business field with at least 15 semester hours in accounting.

3. The length of the training program for an individual who earns a Master’s degree in accounting or in a closely related business field with at least 15 semester hours in accounting while assigned to this classification is one year from the date the Master’s degree is conferred or the end of the original two (2) year training period, whichever comes first.

**SCHEDULE OF SALARIES FOR ACCOUNTING CAREERS TRAINEE**  Hiring Rate After 1 Year of Training

Bachelor's degree with 15 semester hours in accounting Step 3 Step 5

Bachelor's degree with 30 semester hours in accounting Step 5 Step 6

Master's degree in a related field and 15 credits in accounting Step 5 Step 7

Master's degree in a related field and 30 semester hours in accounting Step 7 Step 7