

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. ACCTMGR3A25N

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Finance and Administration
4. Civil Service Position Code Description ACCOUNTANT MANAGER-3	10. Division Accounting Services Division
5. Working Title (What the agency calls the position) Fund Accounting Supervisor	11. Section General Ledger
6. Name and Position Code Description of Direct Supervisor FOGEL, TRICIA S; STATE ADMINISTRATIVE MANAGER-1	12. Unit DNR/EGLE
7. Name and Position Code Description of Second Level Supervisor MOWRY, ANDREA L; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa Street, Lansing, MI / 8:00am – 5:00pm

14. General Summary of Function/Purpose of Position

This position is responsible for planning, organizing, and directing the Michigan Department of Natural Resources (DNR)/Michigan Department of Environment, Great Lakes, and Energy (EGLE) Fund Accounting Unit staff in the financial management and reporting of the Departments' various funds. The Unit is responsible for establishing and maintaining Statewide Integrated Governmental Management Application (SIGMA) profiles and all fund account structures, preparing and reviewing periodic financial reports, maintaining accounting control by reviewing account balances and adjusting entries, and year-end closing of the Departments' various funds.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary: **Percentage: 35**

Prepare and review periodic financial reports and financial statements for internal and external users.

Individual tasks related to the duty:

- Oversee the preparation and review of financial reports for management use and those required for statutory compliance.
- Prepare special reports when requested by management.
- Oversee the preparation and review of the Departments' annual financial statements for the Single Audit, in accordance with governmental accounting standards.
- Develop guidelines for the maintenance and reconciliation of financial data.
- Prepare financial information for cost allocation and federal indirect rate calculations.

Duty 2

General Summary: **Percentage: 35**

Plan and direct the quarterly assessments and year-end closing processes for the Departments' funds, including directing staff in the processing of transactions and journal vouchers; ensuring that internal control objectives are achieved; and laws, regulations, and State policies are complied with.

Individual tasks related to the duty:

- Actively participate in all aspects of year-end closing, such as assisting the general ledger manager with complex closing activities, preparation of complex closing journal vouchers, reconciliations, etc.
- Prepare and/or review financial data for fiscal year-end closing and quarterly assessments.
- Respond to Office of Auditor General and Office of Financial Management inquiries and requests for information related to the State of Michigan Annual Comprehensive Financial Report (SOMACFR) audit.
- Provide year-end closing training to DNR, EGLE, and Michigan Department of Transportation (MDOT) Accounting Services Division (ASD) staff.

Duty 3

General Summary: **Percentage: 20**

Supervise and direct the activities of professional accountants in the performance of their assigned duties.

Individual tasks related to the duty:

- Provide direction and oversight to the Fund Accounting Unit staff activities and practices, determine best practices and ensure sharing of these best practices across the state.
- Delegate work assignments and coordinate the workload within the unit.
- Establish performance expectations for unit staff, ensuring the effective use of the performance management system throughout the unit and complete performance evaluations for employees.
- Mentor staff and facilitate knowledge management within the unit. Proactively work with staff to understand their professional goals and to identify professional development opportunities to help them achieve those goals.
- Approve time sheets timely as well as the use of leave privileges for staff.
- Handle unit employee relations including the filling of vacant positions, recommending reclassifications/job changes, coordinating and conducting staff meetings, and labor relations activities. Ensure compliance with equal employment opportunities (EEO).

Duty 4

General Summary: **Percentage: 10**

Oversee the Departments' SIGMA profile structure.

Individual tasks related to the duty:

- Maintain the list of profiles for each Department including ranges for each division.
- Review new profiles or profile changes prior to entry for compliance with policy and Department profile structure.
- Perform maintenance of profiles, including inactivating unused profiles.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

This position makes independent decisions regarding the interpretation of Generally Accepted Accounting Principles. These principles are broad and require extensive knowledge of complex governmental accounting treatment. This impacts the Department's financial statements and ultimately the SOMACFR. This position makes decisions to resolve day-to-day operational problems and identifies, recommends, and implements improvements in processes.

17. Describe the types of decisions that require the supervisor's review.

New or revised policies and procedures which require approval outside of the ASD. Decisions regarding work priorities when the workload is extremely heavy. Decisions that exceed the authority delegated to this position.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Extensive computer work requiring remaining in a stationary position for long periods of time, changing priorities and deadlines, and high stress levels. Year-end closing creates additional pressure due to the short amount of time allotted for the completion of processing transactions for a final closing. Work is performed in a typical office environment in a climate controlled state office building. Position may require availability outside normal working hours based on operational needs.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
JANG, NURI	ACCOUNTANT-A 12	DUMMER, ELISE R	ACCOUNTANT-A 12
SODAGAM, SUHASINI	ACCOUNTANT-E P11	ASHTON, JENNIFER L	ACCOUNTING SPECIALIST-2 13

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

This position is responsible for planning, organizing, and directing the DNR/EGLE Fund Accounting Unit staff in the financial management and reporting of the Departments' various funds. The Unit is responsible for establishing and maintaining SIGMA profiles and all fund account structures, preparing and reviewing periodic financial reports, maintaining accounting control by reviewing account balances and adjusting entries, and year-end closing of the Departments' various funds.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

This position is responsible for planning, organizing, and directing the DNR/EGLE Fund Accounting Unit staff in the financial

management and reporting of the Departments' various funds.

The unit is responsible for establishing and maintaining SIGMA profiles and all fund account structures, preparing and reviewing periodic financial reports, maintaining accounting control by reviewing account balances and adjusting entries, and year-end closing of the Departments' various funds. The unit is in the General Ledger Section of the MDOT ASD, which provides central accounting functions for the departments of MDOT, Michigan Department of Agriculture and Rural Development (MDARD), DNR, and EGLE.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree with at least 24 semester (36 term) credits in accounting.

EXPERIENCE:

Accountant Manager 13 - 15

Four years of professional experience performing or auditing the systematic classification and evaluation of accounting data and the preparation of related financial and managerial reports equivalent to an Accountant or an Auditor, including two years equivalent to an Accountant P11 or Auditor P11, or one year equivalent to an Accountant 12 or Auditor 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Accounting theories, principles, methods, practices, and terminology.
- Governmental accounting principles and procedures.
- Michigan appropriation laws including the legislative budget appropriation process.
- Training principles and supervisory techniques.
- SIGMA, spreadsheets, and word processing programs.

Ability to:

- Organize, analyze, and interpret information.
- Change priorities with short notice.
- Work well under pressure.
- Instruct, direct, and evaluate employees.
- Communicate effectively.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a certificate in public accounting is preferred.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

JENNIFER HADDON	8/7/2025
Appointing Authority	Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee	Date