

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

Position Code 1. ACCOUNTAD25N

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) Finance and Administration
4. Civil Service Position Code Description ACCOUNTANT-A	10. Division Financial Operations
5. Working Title (What the agency calls the position) IT Expenditure Accountant	11. Section Budget, Financial Outreach, and Program Support
6. Name and Position Code Description of Direct Supervisor PURULESKI, KARMEN J; ACCOUNTANT MANAGER-3	12. Unit Program Support Unit
7. Name and Position Code Description of Second Level Supervisor LINN, KARI A; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa St., Lansing, MI / M-F, 7:00a - 3:30p may vary at discretion of mgmt

14. General Summary of Function/Purpose of Position

This position serves as the recognized resource responsible for the department's complex monthly Information Technology (IT) expenditures, calculation for the quarterly lease value adjustments, and MDOT's annual equipment rental usage rates used for year-end closing duties and budget projections. The position provides senior management within the department accurate IT expenditure allocations through specialized ad hoc reporting. This position is also the recognized resource for preparing the notes to the financial statements for Michigan Department of Transportation's (MDOT's) Annual Financial Report.

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: 55

Serve as the recognized resource for the department's complex monthly IT expenditures consisting of hundreds of varying accounting lines. Provide senior management within the department accurate IT expenditure allocations through specialized ad hoc reporting. Provide accounting and reporting services related to the monthly Department of Technology, Management, and Budget (DTMB) IT Bill as it relates to MDOT.

Individual tasks related to the duty:

- Receive and process monthly IT coding and documentation from program area to allocate dollar amounts for hundreds of accounting lines on the monthly IT bill. Correspond directly with program area.
- Run, modify, or develop reports as needed and identify any necessary modifications. Reports are used to review and reconcile expenditures, create the DIT900 report, and for an annual report to legislature. This encompasses merging data in Excel from multiple data sources.
- Independently provide service and guidance with IT accounting related matters to IT staff members of both MDOT and DTMB. Participate and present accounting information in monthly IT Finance meeting.
- Utilize Statewide Integrated Governmental Management Applications (SIGMA) to process unique interagency transactions (IETR1/JV1) for the monthly IT bill.
- Act as the Authorized Approver for the International Fuel Tax Agreement (IFTA) Billing Portal. Process all necessary coding changes, additions, and deletions related to the Citrix, Operators, Servers, Lansing Metropolitan Area Network (LMAN), and File Transfer Services (FTS) billings.
- Receive year-end encumbrance listing and collaborate with IT finance program area to establish encumbrances.
- Review and interpret MDOT IT bill policies and procedures to ensure they are updated and accurate.
- Review and reconcile IT expenditures with DTMB Manager for annual reporting to Legislature.

Duty 2

General Summary:

Percentage: 10

Prepare the calculation of the Quarterly Lease Values of vehicles. Based on Internal Revenue Service (IRS) guidance, computes the unique taxable benefit for employees associated with taking state owned vehicles home.

Individual tasks related to the duty:

- Calculate the benefit received based on the IRS Vehicle Lease Value method to compare with information provided by DTMB to meet the strict quarterly deadlines for payroll processing. This includes compiling information from reports, travel logs, and complex Excel datasets. Notify Supervisor if MDOT calculation agrees with DTMB.
- Run, modify, or develop as necessary SIGMA Business Intelligence (BI) queries or request information from program areas to calculate the quarterly lease value.
- Work with DTMB to prepare adjustments for any discrepancies for the calendar year payroll processing deadline.
- Review and interpret Lease Value Adjustment policies and procedures to ensure they are updated and accurate.

Duty 3

General Summary:

Percentage: 10

Calculate annual equipment rental rates to be used for internal costing for the department and enter rates into SIGMA.

Individual tasks related to the duty:

- Interpret and apply equipment rental usage rate policies and procedures and utilize them to make decisions when calculating yearly equipment rental rates.
- Update timeline for preparation of annual equipment rental usage rates to allow for input from MDOT program areas. Coordinate with supervisor when necessary.
- Run, modify, or develop as necessary SIGMA BI queries to compile the information needed to calculate the yearly equipment rental rate.
- Input results from queries into the computation spreadsheet.
- Enter Approved Rental Rates in SIGMA by updating internal cost parameters.
- Update Federal Highway Administration (FHWA) letter and attach rates for supervisor review.

Duty 4

General Summary:

Percentage: 10

Create financial notes for the MDOT Annual Financial Report (AFR).

Individual tasks related to the duty:

- Run, modify, or develop as necessary SIGMA BI queries or request information from program areas to compile the information needed to update the AFR notes.
- Prepare notes to financial statements for the AFR by analyzing, interpreting, and organizing data into financial statement notes and sending them through approval path.
- Research and evaluate new Governmental Accounting Standards Board (GASB) standards to ensure MDOT's AFR notes comply to regulations and tie to the State's Annual Comprehensive Financial Report (ACFR).
- Review and interpret AFR notes policies and procedures to ensure they are updated and accurate.

Duty 5

General Summary:

Percentage: 10

Perform year end reporting/activities.

Individual tasks related to the duty:

- Run, modify, or develop as necessary SIGMA BI queries or request information from program areas to compile the information needed for year-end activities.
- Prepare and/or analyze year-end letter responses and discuss any discrepancies with supervisor.
- Calculate, analyze, and process payment for MDOT's annual sales tax. Prepare annual sales tax return form and submit to supervisor and Division Administrator for review and approval.
- Review and interpret year-end policies and procedures to ensure they are updated and accurate.

Duty 6

General Summary:

Percentage: 5

Perform other duties as assigned by MDOT management.

Individual tasks related to the duty:

- Other duties as assigned.

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

Determine resources needed to complete work assignments. Determine issues that might require policy review and/or action due to potential effect as it relates to the IT budget or spending plans. Analyze the cause of a problem, identify options for problem resolution, and report to management the preferred option for solving the problem.

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

Duties are performed without close supervision. Guidance is sought for matters of policy and procedural changes, special assignments, when procedures or instructions are not available, or when extraordinary circumstances exist.

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.

- Extended periods of time using personal computer.
- Work is performed in a climate-controlled office environment.
- 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.

Additional Subordinates

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

☒ N

Complete and sign service ratings.

☒ N

Assign work.

N Provide formal written counseling.

N Approve leave requests.

N Approve time and attendance.

N Orally reprimand.

N Approve work.

N Review work.

N Provide guidance on work methods.

N 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 serves as the recognized resource responsible for the department's complex monthly IT expenditures, calculation for the quarterly lease value adjustments, and MDOT's annual equipment rental usage rates used for year-end closing duties and budget projections. The position will provide senior management within the department accurate IT expenditure allocations through specialized ad hoc reporting. This position is also the recognized resource for preparing the notes to the financial statements for MDOT's Annual Financial Report. This position is also responsible for performing special tasks and projects as assigned.

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?

The Program Support Unit is responsible for performing the complex accounting for MDOT's programs including the accounting and reporting requirements for the Department's \$3.2 billion bond program, MDOT's infrastructure asset program, and to ensure proper recording of accounts receivable and damage claims. This work area oversees the Department's tagged equipment inventory reporting, loans, rentals, and certain annual financial reporting requirements. This unit is also responsible for the payment of the Department's monthly IT invoices, prepares the Department's quarterly employee taxable mileage benefit reports based on the vehicle lease value method, prepares year end letters of financial information to Office of Financial Management (OFM), and is responsible for the preparation of MDOT's Annual Financial Reports.

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 12

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

Alternate Education and Experience

Accountant 9 - 12

Possession of a Certified Management Accountant certification (CMA) may be substituted for six months of Accountant P11 experience.

OR

Possession of a Certified Public Accountant certification (CPA) may be substituted for one year of Accountant experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Microsoft Office applications.
- Generally accepted accounting principles, practices, and terminology.
- State of Michigan accounting policies and procedures; and governmental accounting principles and procedures.

Ability to:

- Collect and organize accounting data, interpret its significance, and prepare accurate financial reports.
- Present accounting data in a clear and understandable manner to both technical and non-technical users.
- Solve difficult accounting and related financial problems.
- Maintain records and prepare reports and correspondence related to work.
- Analyze and recommend improvements in accounting systems.
- Communicate effectively with others.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

None

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

12/9/2025

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