

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

Position Code 1. ACCOUNTEC78N

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-E	10. Division Financial Operations Division
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; 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 / 8:00AM-5:00PM M-F Hours may vary

14. General Summary of Function/Purpose of Position

This position provides accounting and reporting services to the Michigan Department of Transportation's (MDOT) various program areas including, but not limited to, payment and reporting of the department's monthly Information Technology (IT) expenditures, calculation for quarterly lease value adjustments, calculation of MDOT's annual equipment rental usage rates, year-end closing duties, audit tracking, and the preparation of notes to the financial statements for 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: 35

Provide accounting and reporting services related to Information Technology (IT) expenditures and the monthly Department of Technology, Management, and Budget (DTMB) IT Bill as it relates to MDOT.

Individual tasks related to the duty:

- Interpret and apply MDOT IT bill policies and procedures.
- Receive and process monthly IT coding and documentation from program area for monthly IT bill.
- Enter transactions in Statewide Integrated Governmental Management Application (SIGMA) (IETR1/JV1) for the monthly IT bill based on pre-established guidance.
- Run pre-established reports as needed.
- Receive year-end encumbrance listing and assist IT finance program area with classification process based on established procedures.
- Provide service regarding IT accounting related matters, based on established standards, to IT staff members of MDOT and DTMB. Attend monthly IT meetings.

Duty 2

General Summary:

Percentage: 15

Calculate Quarterly Lease Values of vehicles. Determine the taxable benefit for employees associated with taking that vehicle home.

Individual tasks related to the duty:

- Interpret and apply Lease Value Adjustment policies and procedures and utilize to make decisions when calculating quarterly lease values of vehicles.
- Run pre-established SIGMA Business Intelligence (BI) queries or request information from program areas to compile the information needed to calculate the quarterly lease value.
- Calculate benefit received to compare with information provided by DMTB. Work with supervisor to determine if MDOT calculation agrees with the DTMB calculation.

Duty 3

General Summary:

Percentage: 15

Calculate yearly equipment rental rates to be used for internal costing for the department.

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 pre-established 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: 15

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

Individual tasks related to the duty:

- Interpret and apply AFR notes policies and procedures and utilize them to make decisions when creating the financial notes.
- Run pre-established 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 organizing data into financial statement notes and sending them through approval path.

Duty 5**General Summary:****Percentage: 15**

Perform year end reporting/activities.

Individual tasks related to the duty:

- Interpret and apply year-end policies and procedures and utilize when making decisions regarding year-end activities.
- Run pre-established SIGMA BI queries or request information from program areas to compile the information needed for year-end activities.
- Prepare year-end letter responses based on established procedures.
- Assist with the calculation of MDOT's annual sales tax, based on established procedures. Populate data into the annual sales tax return form and submit to supervisor for review.

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.

- Duties are performed in accordance with written guidelines and supervisory direction. Work is reviewed subsequent to its completion.
- Resolve day-to-day accounting discrepancies.
- Whenever possible, identify, recommend, and implement process improvements.

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

This accountant position carries out professional assignments while learning methods of work and the accounting systems and internal policies and procedures needed to perform that work. Supervisor will review complex accounting entries and situations where rules, regulations, policies, and procedures do not specify a course of action.

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):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input 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 provides accounting and reporting services to MDOT's various program areas, including but not limited to, the payment and reporting of the department's monthly IT expenditures, calculation for quarterly lease value adjustments, calculation of MDOT's annual equipment rental usage rates, year-end closing duties, audit tracking, and the preparation of notes to the financial statements for MDOT's annual financial report.

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 and prepares the Department's quarterly employee taxable mileage benefit reports based on the vehicle lease value method.

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 9

No specific type or amount is required.

Accountant 10

One year 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 9 or Auditor 9.

Accountant P11

Two 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 10, Auditor 10, or Assistant Auditor General 10.

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.

None

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

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