

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

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| Position Code 1. ACCTASTEB78R |
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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.

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| 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 & Administration |
| 4. Civil Service Position Code Description ACCOUNTING ASSISTANT-E | 10. Division Accounting Service Center |
| 5. Working Title (What the agency calls the position) Accounting Assistant | 11. Section Accounts Receivable/Accounts Payable |
| 6. Name and Position Code Description of Direct Supervisor CARTER, LORRENE; ADMINISTRATIVE TECH SUPV-1 | 12. Unit Cashier's Office |
| 7. Name and Position Code Description of Second Level Supervisor EDEN, LINDA S; STATE ADMINISTRATIVE MANAGER-1 | 13. Work Location (City and Address)/Hours of Work 425 W Ottawa Street, Lansing, MI 48933 / 8:00 a.m.-5:00 p.m. |

14. General Summary of Function/Purpose of Position

This position is part of the Michigan Department of Transportation (MDOT) Accounting Service Center (ASC), which supports MDOT, the Michigan Department of Natural Resources (DNR), the Michigan Department of Environment, Great Lakes, and Energy (EGLE), and the Michigan Department of Agriculture and Rural Development (MDARD). This role involves posting cash deposits into the Cash Receipting System (MiCaRS), troubleshooting and resolving any deposit-related issues, and ensuring timely completion of tasks. Additionally, the position provides customer service to various program representatives and the public regarding related inquiries.

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

Posts cash deposits into the Cash Receipting System and assists in preparing daily cash deposits for submission to the Department of Treasury.

Individual tasks related to the duty:

- Receives batched receipts from the mail room and various department representatives, sorts, codes, and assigns account coding for processing into the Cash Receipting System.
- Posts cash and electronic receipts (EFT, ACH, IET etc.) and Field Deposits to the appropriate accounts in the Cash Receipting System, ensuring they match the corresponding account receivables.
- Validates checks, prepares deposit tickets, and deposits cash receipts for the department.
- Ensures timely and accurate recording of daily deposits, assisting in various cash receipting processes.
- Reconciles data entered into the Cash Receipting System with the cash deposit, researching and resolving any discrepancies.
- Audits the credit card receipts interface file from Centralized Electronic Payment Authorization System (CEPAS) to ensure accuracy and completeness.
- Collects deposit data and creates an interface file for deposits and receivables to be sent to the State of Michigan's Accounting System (SIGMA), consolidating the daily work of all cashiers (with each cashier rotating this duty).

Duty 2

General Summary:

Percentage: 30

Runs reports and queries, reviews and analyzes revenue data, identifies discrepancies, and processes necessary adjustments.

Individual tasks related to the duty:

- Uploads daily reports for each department impacted by the day's work.
- Researches incoming receipts without applications or invoices, determines the purpose of the payment and identifies the correct account coding for posting.
- Executes adjustments to financial records in Cash Receipting System.
- Actively participates in year-end closing process, such as assisting the supervisor in determining the proper cut-off for revenue transactions, assists the supervisor in determining the cash in transit transactions, etc.
- Prepares and processes journal voucher entries in SIGMA.
- Monitors the credit card error file, researches and resolves discrepancies.
- Reconciles financial transactions to the appropriate receiving reports.
- Prepares correspondence to resolve unidentified revenue.

Duty 3

General Summary:

Percentage: 15

Performs other duties as assigned.

Individual tasks related to the duty:

- Participates in testing new interface programs and updates to the Cash Receipting System.
- Processes documents for return mail.
- Reviews guidelines and procedures and policies for efficiency and effectiveness.
- 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.

This position makes independent decisions related to the posting of documents, ensuring the financial completeness of those documents. This position also decides when additional assistance is necessary for problem resolution. These decisions directly impact the accuracy and timeliness of financial records and processes, as well as the overall efficiency of the team and any stakeholders relying on accurate documentation.

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

Resolving accounting issues that are unusual or complex in nature, as well as decisions regarding work priorities during periods of heavy workload.

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.

The position involves remaining in a stationary position for extensive periods of time using a computer work, with frequent changes in priorities and deadlines, leading to high stress levels. There is also exposure to inclement weather when assisting with receiving and distribution services, as well as making deposits to Treasury. Additionally, the year-end closing creates extra pressure due to the limited time available for processing transactions for final closing. 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):

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| <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 is part of the Michigan Department of Transportation (MDOT) Accounting Service Center, which supports MDOT, the Michigan Department of Natural Resources (DNR), the Michigan Department of Environment, Great Lakes, and Energy (EGLE), and the Michigan Department of Agriculture and Rural Development (MDARD). This role involves posting cash deposits into the Cash Receipting System (MiCaRS), troubleshooting and resolving any deposit-related issues, and ensuring timely completion of tasks. Additionally, the position provides customer service to various program representatives and the public regarding related inquiries.

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 MDOT-ASC is responsible for the management of the central accounting functions for the Department of Natural Resources (DNR), Department of Environment, Great Lakes, and Energy (EGLE), Department of Agriculture and Rural Development (DARD), and MDOT. This includes monitoring accounting for expenditures and revenues. The Cashier's office has primary responsibility for the processing, recording, and collection of all Departments' served by the ASC, revenues, and accounts receivable. The unit is solely responsible for depositing checks and deposit tickets, with timeframes established by the Department of Treasury. The deadlines must be met daily to avoid internal control weaknesses which could result in the loss of revenue and audit findings. The unit also is responsible for maintaining and providing central oversight and guidance on the internal billing and cash receipting program. This position records the cash deposits in the Cash Receipting System and applies these deposits against the related accounts receivable in the department's automated accounts receivable system. This position resolves issues regarding the cash receipting process. In addition, the position is a key player in revenue-related projects within the Departments served by the ASC.

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

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Accounting Assistant 5

No specific type or amount is required.

Accounting Assistant 6

One year of administrative support experience.

Accounting Assistant E7

Two years of administrative support experience, including one year equivalent to an Accounting Assistant 6, involving posting financial data to ledgers, preparing invoices, billings and/or vouchers, reviewing and coding financial information, and maintaining account balances.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Microcomputers and PC Systems.
- Accounting/finance systems.
- General record keeping and filing.
- Techniques used in locating errors.

Ability to:

- Interpret and apply the instructions and guidelines of the specific work area.
- Meet schedules and deadlines of the work area.
- Reconcile and balance financial documents and accounts.
- Organize, analyze, and interpret information is essential.
- Work well under pressure is essential.
- Work as a team player.
- Communicate effectively.
- Change priorities with short notice.
- Reconcile and balance financial documents and accounts.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

N/A.

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.

LOGAN BRISTOL

3/11/2025

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