

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 ACCOUNTING TECHNICIAN-E	10. Division Accounting Services Division
5. Working Title (What the agency calls the position) Accounting Technician	11. Section Accounts Payable
6. Name and Position Code Description of Direct Supervisor DINGMAN, JENNIFER; ACCOUNTANT MANAGER-3	12. Unit
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, Lansing, MI 48933 / 7:30 AM – 4:30 PM Monday - Friday
14. General Summary of Function/Purpose of Position This position is responsible for the accurate and timely processing of payment request documents after determining that they are in compliance with the terms and conditions of contracts, purchase orders, department policies and procedures. This position serves as the Accounting Services Division (ASD) contact for the Michigan Department of Agriculture and Rural Development (MDARD) procurement card (PCard) payments and assists with data entry of Vehicle Usage Reports into the Vehicle Travel System (VTS)/M5 system.	

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: 50**

Process payment request documents after determining that they are in compliance with the terms and conditions of contracts, purchase orders, and department policies and procedures.

Individual tasks related to the duty:

- Use the State of Michigan (SOM) accounting system to enter payments on purchase orders involving multiple lines of commodity information.
- Review and process invoices for disbursement of funds according to terms and conditions of contracts, state regulations, and procedures.
- Ensure payments are processed timely and accurately.
- Apply rules, regulations, and policies related to applicable payment transactions.
- Respond to customer agencies and vendor inquiries.
- Research and provide information on Electronic Funds Transfer (EFT) and check statuses.
- Based on knowledge of systems, determine appropriate action to correct payment processing errors.

Duty 2

General Summary: **Percentage: 30**

Serve as the agency PCard contact for MDARD.

Individual tasks related to the duty:

- Pull PCard report using USBank online access for current cycle.
- Utilize Excel to sort and format PCard report according to agency needs and email MDARD PCard liaison's a copy of their report.
- Enter correct coding for PCard charges in the Statewide Integrated Governmental Management Application (SIGMA).
- Notify card holders of cycle procurement card charges based on agency reporting structure.
- Verify and correct, when necessary, account coding. Reconcile each billing cycle for timely processing.
- Reconcile coordinator and employee's totals with section coordinators.
- Respond to coordinator's questions.
- Create and keep billing procedures current and available for users.
- Respond to customer agency inquires and provide instruction as necessary.

Duty 3

General Summary: **Percentage: 15**

Assist with monthly vehicle usage reports data entry and error correction.

Individual tasks related to the duty:

- Enter odometer readings for accurate cost distributions into the M5 system by deadline.
- Enter detailed monthly mileage distribution accounting information into the M5 system by deadline.
- Contact vehicle locations for clarification on data listed on the monthly vehicle usage reports.
- Correct errors that are received from the Department of Technology, Management, and Budget (DTMB) VTS error report.
- Monthly reconciliation of M5 system to SIGMA using reports provided by DTMB and Business Intelligence reports.
- Create spreadsheets for customer agency use.

Duty 4

General Summary: **Percentage: 5**

Assist with other duties as assigned.

Individual tasks related to the duty:

- Analyze and approve employee reimbursement requests for ASD customer agencies.
- Provide backup for coworkers in the Account's Payable (AP) Unit.
- Perform 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.

When a questionable situation arises, based upon a thorough knowledge of State and/or agency travel and payment regulations, take appropriate action, document, follow-up, and inform management as necessary when and why a variance has occurred by interpreting, investigating, and resolving applications of policies, rule, and regulations.

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

When a situation regarding reimbursement under a labor contract conflicts with travel rules, regulations, and past practices; whenever possible, identify and recommend resolution improvements and procedures.

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.

Ability to remain in a stationary position for prolonged periods of time at a computer and when attending meetings, seminars, etc. Work is performed in a climate-controlled office environment. Nature of work can include stressful periods to meet tight deadlines especially at year end. 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 is responsible for the accurate and timely processing of payment request documents after determining that they are in compliance with the terms and conditions of contracts, purchase orders, department policies and procedures. This position serves as the ASD contact for the MDARD PCard payments, and assists with data entry of Vehicle Usage Reports into the VTS/M5 system.

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 function of the Payments Section of the ASD is to audit various expenditures of the agencies, prior to the disbursement of state funds, in accordance with federal, state, and department policies, regulations, and the terms and conditions of applicable contracts. This position processes payment request documents, serves as the agency PCard contact for MDARD, and assists with data entry of Vehicle Usage Reports into the VTS/M5 system. This position is also responsible for reporting requirements and assisting with the improvement of procedures and systems to make these payments.

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 Technician 7

One year of experience involving posting to ledger accounts, reconciling accounts, executing adjustments, and preparing financial statements equivalent to an Accounting Assistant E7.

Accounting Technician 8

Two years of experience involving posting to ledger accounts, reconciling accounts, executing adjustments, and preparing financial statements, including one year equivalent to an Accounting Technician 7 or an Accounting Assistant 8.

Accounting Technician E9

Three years of experience involving posting to ledger accounts, reconciling accounts, executing adjustments, and preparing financial statements, including one year equivalent to an Accounting Technician 8, two years equivalent to an Accounting Technician 7, or one year equivalent to an Office Supervisor with a subclass code of BKPS.

Alternate Education and Experience

Accounting Technician 7

Completion of two years of college (60 semester or 90 term credits) with at least 16 semester (24 term) credits in accounting courses may be substituted for the experience requirement.

Accounting Technician 8

Possession of a Bachelor's degree with at least 16 semester (24 term) credits in accounting courses may be substituted for the experience requirement.

Accounting Technician E9

Possession of a Bachelor's degree with at least 16 semester (24 term) credits in accounting courses and one year of job-related experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- working with SOM employee reimbursement and SOM accounting systems
- governmental accounting procedures, practices, methods, techniques, and terminology

Ability to:

- prepare, review, approve, and execute payments in compliance with contractual requirements and state policies and procedures
- analyze financial records and data and to make arithmetic computations
- communicate effectively and maintain favorable public relations
- work with others in a team environment

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

7/6/2026

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