

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**Position Code**

1. ACCTTCHEB42R

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> STATE POLICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Office of the Director
<b>4. Civil Service Position Code Description</b> ACCOUNTING TECHNICIAN-E	<b>10. Division</b> Budget, Financial and Facilities Division
<b>5. Working Title (What the agency calls the position)</b> Accounting Technician-E 7-9	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> FERRIS, KELLY S; ADMINISTRATIVE TECH SUPV-3	<b>12. Unit</b> Accounting Service Center Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> BAKER, AMANDA J; SENIOR POLICY EXECUTIVE	<b>13. Work Location (City and Address)/Hours of Work</b> 7150 Harris Drive, Dimondale, MI 48821 / 8:00 a.m. – 5:00 p.m., Monday-Friday

**14. General Summary of Function/Purpose of Position**

This position performs accounting support services for the Michigan State Police Commercial Vehicle Enforcement Division including the approval and disbursement of funds determined to be reimbursable in accordance with the Department of Technology, Management & Budget (DTMB), Michigan State Police (MSP), and Commercial Vehicle Enforcement Division (CVED) grant and program requirements, regulations, laws, and procedures. This position audits employee expense reimbursements, including travel expenses, for completeness, accuracy, and compliance with DTMB, MSP, and CVED travel and other employee expense rates, allowances, policies, and procedures. This position also reviews and reconciles procurement card transactions and coordinates wireless communication needs. This position is cross trained and provides backup to the Travel and Payment Processing Unit.

**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: 45**

Approves and disburses funds for all CVED programs determined to be reimbursable through interpretation of DTMB, MSP, and CVED grant and program requirements, regulations, laws, and procedures.

**Individual tasks related to the duty:**

- Reviews vendor invoices, billings, and statements.
- Audits vendor invoices and billings for accuracy and completeness by reconciling billed amounts with contracts, agreements, and purchase requisitions, verifies items billed against items ordered and received, and obtains appropriate levels of approvals.
- Resolves discrepancies in billed items through follow-up with vendors and/or CVED members.
- Determines the appropriate accounting structure for processing vendor invoices to ensure compliance with CVED's grant and funding source requirements.
- Inputs, updates, and retrieves accounting data from the Michigan Statewide Integrated Governmental Management Applications system (SIGMA) including SIGMA Financial and SIGMA Business Intelligence.
- Initiates journal voucher requests to correct improperly coded expenditures.
- Develops policies and procedures on CVED's payment processes and makes recommendations for improvements.
- Provides information to answer vendor and member inquiries and resolves issues that arise.
- Assists vendors with registration in SIGMA.
- Completes direct billing account applications and maintains related records.
- Maintains CVED's official accounting records of vendor payments.

**Duty 2**

**General Summary:**

**Percentage: 25**

Audits and processes CVED employee expense reimbursement requests, including travel and other reimbursements, for completeness, accuracy, and compliance with DTMB, MSP and CVED rates, allowances, policies, and procedures.

**Individual tasks related to the duty:**

- Receives employee expense reimbursement requests from CVED members.
- Audits reimbursement requests ensuring accuracy, appropriateness, completeness, and proper authorization in accordance with established rates, allowances, collective bargaining agreements, policies, and procedures.
- Determines the appropriate accounting structure for reimbursement requests.
- Enters employee expense reimbursements into SIGMA.
- Performs expenditure analyses for management as requested.
- Performs training and ensures that all CVED members are provided with current travel and other employee expense reimbursement rates and allowance information, policies, and procedures.
- Develops policies and procedures on CVED's employee expense reimbursement processes and makes recommendations for improvements.

**Duty 3**

**General Summary:**

**Percentage: 20**

Reviews and analyzes procurement card transactions to ensure compliance with DTMB, MSP, and CVED policies and procedures.

**Individual tasks related to the duty:**

- Develops policies, procedures, and forms for CVED's procurement card purchasing process.
- Ensures that division procurement cardholders submit procurement card logs and correlating receipts for procurement card purchases in accordance with DTMB and MSP requirements.
- Reviews procurement card purchases to ensure that purchases are appropriate, authorized, and comply with DTMB, MSP, and CVED policies and procedures.
- Determines the appropriate accounting structure for procurement card transactions.
- Reconciles posted procurement card transactions on the Transaction Detail Reports with procurement card logs and receipts to ensure that all transactions are accounted for and related expenditures are appropriate.
- Ensures that procurement card credits are properly recorded.
- Maintains CVED's official accounting records of procurement card purchases.

#### Duty 4

##### General Summary:

Percentage: 5

Coordinates CVED wireless communication needs and ensures accuracy of related expenditures.

##### Individual tasks related to the duty:

- Procures wireless communication equipment and services for CVED members including smart phones, modems, iPads, routers, etc.
- Maintains and updates CVED and vendor inventories of wireless communication equipment.
- Reconciles CVED inventory with wireless communication invoices.
- Performs follows up with parties including vendors, CVED field members, and MSP members to resolve discrepancies and issues.
- Audits wireless communication invoices for inappropriate and excessive usage and charges.
- Determines appropriate SIGMA coding for wireless communication expenditures.
- Assists CVED members with wireless communication issues.

#### Duty 5

##### General Summary:

Percentage: 5

Cross train and perform other duties and research projects as assigned by supervisor.

##### Individual tasks related to the duty:

Other duties related to the Accounting Service Center Unit as requested by the supervisor.

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

Makes decisions on the effective use of time available to meet priorities which will result in the efficient completion of duties. Decides the priority and proper accounting structure of vendor invoices, travel, procurement card transactions, and wireless communication expenditures. Notifies division members of policy changes to these items. Contacts vendors to effectively process payments. Adjusts employee expense reimbursement requests to comply with established rates and policies. Determines if procurement card purchases comply with established policies. Resolves discrepancies and issues with wireless communication related parties.

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

Problems and requests in the course of work that require information which management is more qualified to handle or is outside the parameters of current policies 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.

Physical activities routinely include sitting for long periods at a desk and computer. Transporting equipment and supplies is occasionally required. This position will package financial records for shipment to the Record Center. Adverse environmental conditions are not present.

#### 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 work.                     |
| N | Approve leave requests.            | N | Review work.                      |
| N | Approve time and attendance.       | N | Provide guidance on work methods. |
| N | Orally reprimand.                  | 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?**

Essential duties are to approve and disburse funds for all division programs determined to be reimbursable. Audit of division member employee expense reimbursements, including travel. Review and analysis of procurement card transactions. Communication of technical accounting concepts to non-financial users. Preparation of clear and concise reports for management use. Evaluation and applications of policies, procedures, rules, laws, and regulations.

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

Removed "Reviews proposed vendor contracts for compliance with DTMB, MSP, and CVED requirements." - Duty 1 Bullet 11

Removed "Processes accounting structure changes to procurement card purchases." - Duty 3 Bullet 5

These were absorbed by the Financial Analyst in Field Operations, Training and Development Unit of BFFD.

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

Provide technical support services for all areas of the Michigan State Police with focus on CVED. The work area must also ensure federal and state requirements for expenditures are met and invoices are paid accurately and timely. This position is responsible for the disbursement and reimbursement of qualifying program expenditures, review of procurement card purchases, asset inventories, wireless communication coordination, and cross training and backup to the rest of the Accounting Service Center Unit.

**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:**

- Excellent computer skills, with a special emphasis on Microsoft Excel.
- Experience with SIGMA is preferred.
- Excellent written and oral communication skills and the ability to relate well with people.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None Required.

**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.***

CANDA FLORES

\_\_\_\_\_  
Appointing Authority

1/21/2026

\_\_\_\_\_  
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
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