|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  | |  | | --- | | **State of Michigan Civil Service Commission** | |  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **Position Code** | |  | |  |  | | |  | | --- | | 1. ACCTASTAC78R | | | | |  | |  | | --- | | Capitol Commons Center, P.O. Box 30002 Lansing, MI 48909 | | | | | |  | |  |  |  | |  |  |  |  |  |  |  |  | |  |  | |  | | --- | | **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** | |  | DNR-NATURAL RESOURCES | | **3. Employee Identification Number** | **9. Bureau (Institution, Board, or Commission)** | |  | Resource Management | | **4. Civil Service Position Code Description** | **10. Division** | | ACCOUNTING ASSISTANT-A | Parks and Recreation | | **5. Working Title (What the agency calls the position)** | **11. Section** | | Accounting Assistant A | Plainwell District | | **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** | | MONTGOMERY, ANDREW T; PARK AND RECREATION MANAGER-1 | Warren Dunes | | **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** | | WHALEN, PATRICK J; PARK AND RECREATION MANAGER-3 | 12032 Red Arrow Hwy, Sawyer, MI 49125 / Typically, Monday – Friday 8-4:30 | | |  | | |  |
|  | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |  | |  | | --- | | **14. General Summary of Function/Purpose of Position** | |  |  | |  |  |  |  | | |  | | --- | | The Accounting position provides support for the Unit Manager and Unit Supervisor in the day-to-day operations of the Warren Dunes State Park which includes Warren Woods and Grand Mere state Park. Along with (4) boating access sites. This position requires the employee to have extensive knowledge of administrative policies and Procedures, Recreation Policies and Human Resources Policies to properly fulfill the administrative management responsibilities of this position. The employee is responsible for all duties relating to small project accounts, accounts payables, accounts receivables, financial/budget reports/ reconciliation, payroll, invoice processing, human resources functions and general office operations. Additionally, the incumbent plays a major role planning scheduling and coordinating meetings and distributing, requesting reviewing, and analyzing information and documents.  Duties also include participation in the daily operation of Warren Woods and Grand Mere facility providing an assortment of outdoor opportunities for visitors.  This person also serves as the liaison to staff and upper-level management, provided, training, information, and guidance to employees for the efficient operation of administrative and accounting programs at all facilities of the 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:** | **50** | | This position provides accounting support for Warren Dunes State Park. It serves as technical expert and completes and oversees all duties related to revenues and expenditures for these units. Works independently prioritizing work on a day-to-day basis. | | | | **Individual tasks related to the duty:** |  |  | | • Audit invoices, statements, credit card purchases/logs, and travel expense vouchers. • Process all invoices for payment into the SIGMA system by direct voucher or under purchase orders. • Prepares permits including invoicing for groups/organizations renting the group use area. • Take bids and gathers data for processing purchase orders or placing info on Bid4Michigan. • Provide training; enter data and reconcile records in the CAMIS System for Warren Dunes State Park. • Maintain records and follow up on accounts receivables/payables with hundreds of vendor accounts. • Compile, review, maintain, audit and monitor all financial transactions pertaining to revenues using CAMIS. • Oversee the work and cash handling practices of Park and Recreation Ranger’s data entry in CAMIS.. • Process self-registration and violation notices, with follow up on collecting unpaid fees. • Balance Park and Recreation Ranger cash boxes, issue motor vehicle permits, issue change funds and reconcile unit change funds weekly • Prepare bank deposits, scan deposit for downloading to cashiers’ office and train staff in same along with night drops • Run various SIGMA reports, review and verify for accuracy (expenditures/encumbrances/payroll). • Assist manager with the development of yearly budget requests and the completion of monthly reports. • Audit VTS (vehicle travel services) driver logs monthly. • Order Recreation Passports on an annual basis and reconcile inventory of same weekly. • Process transfers of permits with other units. • Meets fiscal year-end deadlines and follows required procedures relating to year-end closing. • Enter utility data on all accounts into the Energy Usage Database. • Assists manager/supervisor in conducting cash handling training to all employees. • Comply with DNR and Recreation Division cash handling policies and procedures. • Set up new-year contracts, obtains price quotes, bidding to vendors when needed, entering field requisitions into SIGMA. • Comply with DTMB directives to purchase goods and services (CS138’s) utilizing SIGMA and set up new requests. • Provide guidance to vendors on registering their business with the State system and setting up EFT’s . • Answers inquiries on all financial transactions and problem solve vendors and customers • Other duties as assigned. | | | | **Duty 2** | | | | **General Summary:** | **Percentage:** | **30** | | Personnel Transactions: Responsible for the Human Resource functions of facility employees. Processes completed for Warren Dunes State Park. | | | | **Individual tasks related to the duty:** |  |  | | • Process all personnel forms and employee packets for new hires, transfers, returning seasonal rangers, and State Worker 4 employees. Process all employee departures.  • Audit time and attendance for all facility employees in SIGMA. Enter various employees time into SIGMA using submitted timesheets. Audit timesheets for completeness and accuracy of hours reported and coordinate with supervisor as needed. Contact employee for any errors needing resolution. Process payroll adjustments in SIGMA as needed. • Audit Business Object printouts of bi-weekly payroll and submit requests for corrections. • Track employee step increases and incorporate wage increases in the appropriate spreadsheets. • Maintain confidential and accurate personnel files for State Workers. • Stay current with any changes to the SIGMA and HRMN systems. • Maintain records complying with records retention schedule. • Enter information into the database for pre-employment drug and Criminal History Tests. • Possess knowledge of Civil Service and DNR Work Rules and union contracts in order to provide information as requested. • Prepare job interview packets for manager/supervisor. Participate on interview panels as needed. • Other duties as assigned. | | | | **Duty 3** | | | | **General Summary:** | **Percentage:** | **10** | | Visitor Services/Public Relations | | | | **Individual tasks related to the duty:** |  |  | | • Address needs of walk-in visitors. • Answer telephone calls. Receive and screen visitor informational requests. Route messages to appropriate staff or other DNR representatives, state agencies, or local units of government. • Distribute information and flyers to the general public. • Assist with vehicle Passport sales and process all group camp reservations. • Address visitor complaints in the absence of the manager and supervisor. • Maintain phone call answering machines • Assist with updating park maps, informational flyers, brochures, and electronic media. | | | | **Duty 4** | | | | **General Summary:** | **Percentage:** | **10** | | Miscellaneous administrative and clerical support | | | | **Individual tasks related to the duty:** |  |  | | • Proofread and edit outgoing correspondence for correct grammar, spelling, punctuation, completeness, and content. • Open, sort and distribute incoming mail to staff. Independently determine which items must be handled by the manager or supervisor. • Maintain inventory of office supplies and order as needed. • Maintain adequate supplies of all forms and order on field requisitions as needed. • Update various division and department manuals. • Attend training sessions as directed to gain knowledge and improve skills • Operate office equipment including computers, printers, fax machines, credit card machines and multi-line phone systems. Provide assistance to other employees in the operation of this equipment. Determine when equipment needs servicing. Make office equipment recommendations to supervisor. Work with DTMB Services on repairs. • 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.** | | |  |  | | |  | | --- | | Prioritize administrative and accounting work as applicable to this position. Make corrections within accounting systems, setup new vendors, and determine proper accounting codes to distribute and/or charge. Coordinate meetings, distribute requests, review and analyze information and materials, prepare reports and complete financial spreadsheets. Research and solve problems related to accounts receivable, accounts payable and human resource functions. | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **17. Describe the types of decisions that require the supervisor's review.** | | |  |  | | |  | | --- | | Violation of contracts with vendors and purchasing violations that require a higher-level authority for resolution. When no past practice has been established and no policy or procedure is available. When requests are made outside position's authority or information submitted is unclear or incomplete. Decisions pertaining to major public complaints. | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | |  |  |  | | --- | --- | --- | |  | |  | | --- | | **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.** | | |  |  | | |  | | --- | | Office area can become very busy and crowded in normal day operational demands. This requires a calm approach to tasks to properly facilitate visitor and employee needs. Must be able to perform various word processing, typing, and recordkeeping tasks. Sitting, standing, bending, and working at computer for long periods of time. Periodically move office equipment and supplies. Periodic lifting of supplies less than 50lbs. | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | **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 | |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Approve leave requests. | |  |  | |  | | --- | | 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?** | | | |  |  | |  | |  | | --- | | • This position provides accounting services for Warren Dunes State Park which includes accounts receivables, accounts payables, collections, invoicing, procurement, budget tracking, data collection and analysis, reporting and auditing. Ensure timely depositing and reporting of generated revenues. • Distribute, oversee and train employees on cash handling, forms and receipt completion for and CAMIS relevant to  Warren Dunes State Park. • Set-up, schedule, coordinate and attend meetings, training and conferences for Warren Dunes State Park. • Provide administrative management at this unit and other workstations. • Perform various human resource functions including processing new hires, recalls, departures, and processing payroll for Warren Dunes State Park. • Assist with public contact demands of this unit. • Manage daily office operations and act as an extension of the Warren Dunes State Park Unit Manager in their absence. • Distribute, request, review and analyze information and documents for the Warren Dunes State Park. | | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.** | | | |  |  | |  | |  | | --- | | The responsibilities of this position have not changed. Minor modification to language in PD to more accurately reflect current duties and tasks. Possession of a driver's license is now preferred, not required. | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **25. What is the function of the work area and how does this position fit into that function?** | | | |  |  | |  | |  | | --- | | The mission of the Park and Recreation Division is to acquire, protect and preserve the natural and cultural features of Michigan’s unique resources and provide access to land and water based public recreation and educational opportunities. The function of this position is to assist the Unit Manager in the day to day operation of Warren Dunes State Park. This position is essential in meeting the considerable budgetary, payroll, and public contact requirements generated from Warren Dunes State Park. | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **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 8** Three years of administrative support experience, including one year equivalent to an Accounting Assistant E7, 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:** | | | |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | Must possess excellent communication skills. Ability to interact with the public in a friendly, approachable manner. Ability to disseminate information to the public. Must be able to interpret various state policies and procedures and make recommendation to management and staff. Ability to perform mathematical calculations and interpret instructions and guidelines. Proficiency with personal computer systems and associated accounting software. Microsoft Word, Excel, e-mail. Ability to maintain detailed and highly accurate records. Ability to work under pressure with complex work subjects and large amounts of data within short deadlines. Ability to work independently. Ability to adapt to changes in work requirements on short notice. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **CERTIFICATES, LICENSES, REGISTRATIONS:** | | | | |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | Possession of a valid Michigan driver’s license is preferred. | | | | | | | | |  |  |  |  |  |  |  | |  | |  | | --- | | ***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.*** | | | |  | |  |  |  |  |  | |  | |  | | --- | | RYAN STARKWEATHER | |  | |  | | --- | | 8/27/2024 | |  | |  |  |  |  |  | |  | |  | | --- | | **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** | |  | |  |  |  |  | |  |  |  |  |  | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |