

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 ACCOUNTING TECHNICIAN-E	10. Division Parks and Recreation
5. Working Title (What the agency calls the position) Resource Section Accounting Technician	11. Section Resource Protection and Promotion
6. Name and Position Code Description of Direct Supervisor FLEMING, JASON A; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor KOSICK, KRISTEN M; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Deborah A. Stabenow Building or other DNR approved facility / 40 hours / week, M-F

14. General Summary of Function/Purpose of Position

The Accounting Technician position provides support for the Resource Section and staff in the day-to-day operations. This section manages extensive programs, many which either receive grants for work or receive revenue from concessions and leases. This position requires the employee to have knowledge of Parks and Recreation Administrative and Human Resources policies and procedures. The employee is responsible for all duties relating to accounts payables, accounts receivables, financial/budget reports Michigan Civilian Conservation Corps (MCCC) payroll, invoice processing, human resources functions . Additionally, the incumbent plays a major role planning, scheduling, coordinating meetings and distributing, requesting, reviewing, analyzing information and documents and general office operations

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: 60

Accounting and Finance: Provide accounting support for the RPP Section.

Individual tasks related to the duty:

- Assist Section Chief and other managers with the development of budgets. This includes pulling budget reports, tracking revenue and expenditures, and forecasting budget needs for the next fiscal year .
- Audit invoices, credit card logs, and travel expense vouchers.
- Process all invoices for payment into SIGMA by direct voucher, warrants, or purchase orders.
- Invoicing for commercial use and lease programs on PRD administrated properties and coordinating with Commercial Services and Land Use Program staff on compliance issues.
- Processes requisitions and delivery orders.
- Maintain records of receivables and payables and follow-up with vendors on all unpaid receivables.
- Prepare bank deposits and submit receipts to cashier's office. Provide training to staff in making bank deposits.
- .
- Meet monthly and fiscal year-end deadlines and follow required procedures relating to year-end closing.
- Act as a liaison for Resource Protection and Promotion Section on procurement requirements and efforts with the Budget Unit and DNR Procurement.
- Comply with DTMB directives to purchase goods and services, utilizing SIGMA to set up new requests.
- Assist vendors wishing to register their business with the State of Michigan by Electronic Fund Transfer.
- Assist Commercial Services and Land Use program staff for all financial transactions, including monitoring revenues, and reporting out lapsed payments..

Duty 2

General Summary:

Percentage: 20

Administrative Tasks: Provide administrative support for the Resource Protection and Promotion Section.

Individual tasks related to the duty:

- Process personnel forms and employee packets for new hires, departures, recalls, and layoffs.
- Proofread and edit outgoing correspondence for correct grammar, spelling, punctuation, completeness, and content for the section.
- Review the DNR-ParksandRecreation mailbox and respond or facilitate distribution to proper staff.
- Open, sort, and distribute incoming mail to staff. Independently determine which items must be handled by the Section Chief.
- Maintain inventory of office supplies and order as needed.
- Communicate with field operations and other sections on ensuring adequate supplies of park forms and order 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 telephone system. Aid and train other employees in the operation of this equipment. Determine when equipment needs servicing. Make office equipment recommendations to Supervisor. Work with DTMB/vendors on equipment repairs.
- Coordinate the self-registration envelopes with field operations as necessary.
- Work with other Constitution Hall support staff on phone coverage.
- Schedule meetings as requested.
- Stay current with any changes to the SIGMA system.
- Keep up to date on current form use and maintain records complying with records retention schedule.
- Enter information into database for pre-employment drug tests and criminal history checks.
- Prepare interview packets for Supervisors. Participate on interview panels as needed.
- Act as a back-up for other support service sections.

Duty 3**General Summary:****Percentage: 15**

Michigan Civilian Conservation Corps (MCCC): Support the MCCC program located in Stewardship and Urban units.

Individual tasks related to the duty:

- Conduct criminal history checks on all applicants.
- Coordinate with staff on enrolling and exiting MCCC members.
- Review, approve, and submit time sheets and travel expenses into SIGMA for MCCC staff.
- Maintain and update excel spreadsheet for all members.

Duty 4**General Summary:****Percentage: 5**

Fund development support: Coordinate with all Gift and Acceptance agreements and donation efforts between the program coordinator and Division and DNR Executive Office.

Individual tasks related to the duty:

- Compose donation letters for Director's Signature.
- Review and edit all gift and acceptance agreements.
- Coordinate tracking schedule for Friends Groups and These Goods are Good for Michigan documentation, including life of contract.
- Coordinate with staff on effort related to donor engagement and volunteer software as needed.

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

rioritize 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, , prepare reports, and complete financial spreadsheets.
- Establish and maintain an efficient filing system.
- Order office supplies and materials for day-to-day operations.
- Research and solve problems related to accounts receivable, accounts payable, human resources functions, and visitor complaints.

Affected: The Public, Division office, Direct Supervisor, and Resource Protection and Promotion Section staff are affected by these decisions.

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

- Budget spending and reallocation of funds within areas and approval of major unit/equipment expenditures.
- Interpretation and application of department policies or when no policy is available and when no past practice is established.
- Action/decisions regarding staff hiring/departures/disciplinary issues.
- Violation of contracts with vendors and purchasing violations that require higher level authority for resolutions.
- Final resolution of major guest complaints/requests.
- Decisions pertaining to vendor contracts and special project spending.

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.

Continuous work in a moderately busy environment with numerous interruptions from staff and phones while engaged in the variety of tasks previously mentioned. This requires a calm approach to tasks to properly facilitate visitor and employee demands.

Considerable time using a computer and computer keyboard. Manual dexterity to perform word processing, typing, and other office equipment along with recordkeeping and repetitive hand-eye movements.

Sitting, standing, bending, lifting, stooping, crouching, reaching, carrying, walking for long periods of time. Periodically move office equipment and supplies as required.

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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> 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?

- Providing accounting services for the section including accounts receivables, account payables, collections, invoicing, procurement, budget tracking, data collection and analysis, reporting, and auditing.
- To provide administrative, accounting, clerical, personnel, and customer service skills and abilities that enhance the professional management for the section.
- Perform various human resources functions including processing news hires, recalls, departures, and processing payroll.
- Assist with public contact demands of these units, typically through phone or email.
- Distribute, request, review, and analyze information and documents for the section.
- Ensure timely depositing and reporting of generated revenues.
- Under the direction of the Section Chief, assist with the distribution and oversight of unit financial work assignments and provide training on small projects accounts request, budget reporting, spreadsheet completion, and accounting practices to ensure uniform compliance for the section.
- Compile statistics and reports as requested by management.
- Set up, schedule, coordinate, and attend meetings, training, and conferences for the section.
- Act as a back-up for, or provide assistance to, other sections.

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

Updated duties, language, and tasks to reflect current role and responsibilities. Updated percentages for duties 1, 2, and 4. Reorganized order of duties. Support for MCCC program has increased and is now its own duty. Updated language in box 14 and 23. Updated a few tasks in duties 1 and 3.

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

The mission of the Recreation Division is to acquire, protect, and preserve the natural, historic, and cultural features of Michigan's unique resources and provide public recreation and educational opportunities. The function of this position is to assist the Unit Supervisor in the day-to-day administrative tasks of the unit. The position is essential in meeting the considerable budgetary, payroll, and public contact requirements generated from these units. The individual in this position will review, analyze, and provide training to ensure accounting accuracy, policy, and procedure compliance and consistency.

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:

- Must possess excellent verbal and written communication skills.
- Ability to interact with staff and 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, email.
- 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 and meet work deadlines.
- Ability to adapt to changes in work requirements on short notice.
- Ability to follow directions.
- Ability to comprehend extensive procedures.
- Ability to multi-task.
- Knowledge of proper cash handling.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license.

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

4/8/2026

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