

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)
4. Civil Service Position Code Description ACCOUNTING ASSISTANT-A	10. Division Parks and Recreation
5. Working Title (What the agency calls the position) Accounting Assistant A	11. Section Field Operations
6. Name and Position Code Description of Direct Supervisor GREEN, DENNIS L; PARK AND RECREATION SUPV-4	12. Unit Indian Lake State Park
7. Name and Position Code Description of Second Level Supervisor COWING, ERIC L; PARK AND RECREATION MANAGER-3	13. Work Location (City and Address)/Hours of Work INDIAN LAKE STATE PARK 8970 W COUNTY ROAD 422, MANISTIQUE, MI 49854 / Typically, Monday – Friday 8-4:30
14. General Summary of Function/Purpose of Position This position provides administrative support for Indian Lake State Park, Fayette State Park, Palms Book State Park, Whitefish Falls State Park, Wagner Falls Scenic Site, Snail Shell Harbor, Seul Choix Lighthouse, 11 State Campgrounds, 12 boating access sites, and several trails / pathways in Schoolcraft, Alger, and Delta counties. The incumbent will work extensively with accounting practices, administrative policies and procedures, Park and Recreation Division policies and human resource policies and procedures to properly fulfill the administrative management responsibilities of this position.	

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 Indian Lake State Park, Fayette State Park, Palms Book State Park, Whitefish Falls State Park, Wagner Falls Scenic Site, Snail Shell Harbor, Seul Choix Lighthouse, 11 State Campgrounds, 12 boating access sites, and several trails / pathways in Schoolcraft, Alger, and Delta counties.

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.
- Provide training; enter data and reconcile records in the CAMIS System for Indian Lake / Fayette State Parks.
- Maintain records and follow up on accounts receivables/payables with vendor accounts.
- Compile, review, maintain, audit and monitor all financial transactions pertaining to revenues using CAMIS.
- Oversee the work and cash handling practices of all staff data entry in CAMIS.
- Process self-registration and violation notices, with follow up on collecting unpaid fees.
- Balance staff cash boxes, issue Recreation Passports, issue change funds and reconcile weekly.
- Prepare bank deposits, scan deposit for downloading to cashiers' office.
- 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, obtain 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 Indian lake State Park, Palms Book State Park, Fayette State Park, and other areas with staff in the unit.

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 employees for any errors needing resolution. Process payroll adjustments in SIGMA as needed.
- Audit Business Intelligence reports 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 visitors' informational requests. Route messages to appropriate staff or other DNR representatives, state agencies, or local units of government.
- Distribute information and flyers to the public.
- Assist with Recreation Passport sales, assist with the Contact Station as needed and process all group camp reservations.
- Visitor's complaints in the absence of the manager and supervisor.
- Maintain voicemail systems
- Assist with updating park maps, information 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. Aid 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.
- Maintain calendar of events and activities in the park and on trails within the unit.
- Maintain lost and found records.
- 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, set up 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.

Affected: The Public, Division office, District Office, Unit Manager / Supervisor, and unit staff are affected by these decisions.

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-to-day operational demands. This requires a calm approach to tasks to properly facilitate visitors and employee demands.
Hand dexterity to perform word processing, typing or recordkeeping.
Sitting, standing, bending, and working at a computer for long periods of time. Periodically move office equipment and supplies as necessity requires. 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 Provide formal written counseling.
- N Approve leave requests.
- N Approve time and attendance.
- N Orally reprimand.

- N Assign work.
- N Approve work.
- N Review work.
- N Provide guidance on work methods.
- 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 Indian Lake State Park, Fayette State Park, Palms Book State Park, Whitefish Falls State Park, Wagner Falls Scenic Site, Snail Shell Harbor, Seul Choix Lighthouse, 11 State Campgrounds, 12 boating access sites, and several trails / pathways in Schoolcraft, Alger, and Delta counties. Which includes accounts receivables, accounts payables, collections, invoicing, procurement, budget tracking, data collection 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 all area of the Indian Lake / Fayette Management Units.
- Set-up, schedule, coordinate and attend meetings, training and conferences for the Indian Lake / Fayette State Parks Management Unit.
- Provide administrative management at this unit and other workstations.
- Perform various human resource functions including processing new hires, recalls, departures, and processing payroll for Indian Lake State Park, Palms Book Lake State Park, Fayette State Park, and all other areas of the unit.
- Assist with public contact demands of this unit.
- Manage daily office operations and act as an extension of the Indian Lake State Park Unit Manager in their absence.
- Distribute, request, review and analyze information and documents for the Indian Lake / Fayette Management Units.

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

PD update being submitted because there is currently no PD in PARIS. Duties and tasks have been updated to reflect current responsibilities of the position. The duties have been expanded to include revenue handling for all State Forest locations, Wagner Falls, and Whitefish Falls State Parks. Many locations generate expenditures and revenue year-round

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 the Indian Lake State Park Unit. This position is essential in meeting the considerable budgetary, payroll, and public contact requirements generated from all locations within the Indian Lake / Fayette State Park Management Units.

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:

