

Position Code 1.

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 Technician-E	10. Division Finance and Operations
5. Working Title (What the agency calls the position) Account Technician	11. Section Facilities Operations and Support
6. Name and Position Code Description of Direct Supervisor CRAWFORD, AARON; ADMINISTRATIVE MANAGER-2	12. Unit Northern Michigan Administrative Area
7. Name and Position Code Description of Second Level Supervisor SEARS, JEFF; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Newberry Customer Service Center 5666 State Highway M 123 Newberry, Michigan 49868 OR Sault Ste. Marie CSC 4131 S. M-129 Hwy, Sault Ste. Marie, MI 49783 8:00am – 5:00pm Monday - Friday

14. General Summary of Function/Purpose of Position

Performs assignments and serves as the point of contact in the areas of accounting, procurement, and budget support in accordance with standard accounting practices and the Michigan Administrative Information Network (MAIN) procedures for the assigned divisions and offices. Prepares financial reports for analysis. Adjusts accounting records and serves as the point of contact for Department of Natural Resources (DNR) staff within the Northern Michigan Administrative Area (NMAA).

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

Process payments, requisitions, and vouchers to vendors, other state agencies, and employees according to DTMB and DNR policies and procedures.

Individual tasks related to the duty:

- Prepares payment vouchers, journal vouchers, travel expense vouchers, and requisitions and enters into MAIN system after verifying supporting documents for accuracy and completeness.
- Monitors state contracts and blanket purchase orders to ensure program staff complies with appropriate purchasing policies and procedures.
- Serve as technical expert for field staff in areas of accounting and procurement policy and procedure.
- Continually review and incorporate any changes, updates, or new accounting, procurement, MAIN, and VTS policies and procedures.
- Perform other duties as assigned.

Duty 2

General Summary:

Percentage: 30

Provide support for procurement activities related to commodities and services according to DTMB and DNR policies and procedures.

Individual tasks related to the duty:

- Assist and advise program staff on DNR procurement, DTMB Acquisition Services, and Civil Service policies and procedures related to master contracts, annual and recurring contractual services, major and minor construction projects, and repairs and improvements.
- Assist with developing specifications and soliciting bids.
- Enter field requisitions and process contract modifications, including cancellations and liquidations.
- Use knowledge and independent judgment to determine if purchasing violations have occurred and proper contracts are being utilized and notify appropriate staff if purchasing violation is suspected.
- Process and analyze data to evaluate and determine adherence to department and DTMB policies, procedures, and directives.
- Perform other duties as assigned.

Duty 3

General Summary:

Percentage: 15

Maintain and reconcile control records of all financial transactions and report analysis to supervisors and Lansing personnel.

Individual tasks related to the duty:

- Audits financial and budget reports for accuracy and completeness.
- Monitors and prepares reports on all budget allocations and expenditures for assigned DNR divisions.

- Answers inquiries on all financial transactions and resolves problems with other accounting/procurement staff, field staff, and vendors.
- Compiles statistical financial information utilizing previous fiscal year data for supervisors and divisions.
- Reconciles various reports (VTS, Procurement Card, Journal Vouchers, etc.) against actual usage for accuracy. Initiates corrections as needed.
- Perform other duties as assigned.

Duty 4

General Summary:

Percentage: 5

Provide customer service to the public, vendors, and DNR or other agency staff.

Individual tasks related to the duty:

- Provide information via telephone, personal contact, written or electronic communication, or two-way radio.
- Provide back up to front desk utilizing multiple line phone system, Retail Sales System terminal, and two-way radio system.
- Review Department policy, procedure, rules, regulations, and press releases as required providing appropriate customer service.
- Type letters and documents as needed.
- Perform other duties as assigned.

Duty 5

General Summary:

Percentage: 5

Assist with administrative support duties in support of office operations.

Individual tasks related to the duty:

- Serve as an on-site point of contact for staff assigned to the Newberry Customer Service Center for facility issues.
- Contact vendors when repairs are needed and coordinate appointments.
- Prepare bank deposits; receipt them and forward paperwork to Lansing.
- Reconcile cash register with Retail Sales System (RSS) report in adherence with DNR policies and procedures.
- Prepare outgoing mail and distribute incoming mail when it has been received.
- Provide administrative support back-up to other administrative support staff as assigned or needed.
- 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.

Sets work priorities, makes corrections within accounting system, sets up new vendors, and determines proper object code and blanket purchase orders.

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

When no past practice has been established. When there is no policy or procedure available. When requests are made outside position's authority or information submitted is unclear or incomplete. Violations of policy and procedure.

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 effort and environmental conditions are consistent with those exposed to in a normal business office operation. These include sitting and utilizing a personal computer for long periods of time and filing.

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?

Provide accounting and procurement support to district personnel in all divisions. Review budgets, financial statements, pre-audit financial documents, process payments, and provide information to vendors, general public and other state agencies. Perform complex assignments in all areas of accounting, procurement and control records. Use personal judgment and experience to evaluate procedural changes and impacts, recommend changes as required.

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 work unit provides facilities and administrative support to program division field staff working within the Northeast Administrative Area. Accounting and procurement functions are included in that administrative support.

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 be able to interpret policy and procedure and relate these to program staff. Proficiency with personal computer systems and associated accounting software. 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. Knowledge of state rules and regulations related to purchasing and accounting. Ability to work independently. Tactful, honest, and trustworthy.

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.

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