

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. ACCSPL2B23N
--

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 TREASURY CENTRAL PAYROLL
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Accounting Specialist-2	10. Division Accounting Services
5. Working Title (What the agency calls the position) Accounting Specialist 13	11. Section Financial and Accounting Services
6. Name and Position Code Description of Direct Supervisor RICHARDS, TRACIE L; STATE ADMINISTRATIVE MANAGER-1	12. Unit Accounting Unit
7. Name and Position Code Description of Second Level Supervisor NICHOLS, SUSAN R; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Austin Building, Lansing MI / Monday - Friday 8:00am - 5:00pm
14. General Summary of Function/Purpose of Position	
<p>This position serves as the department's specialist, technical advisor and expert responsible for serving as the state-wide expert for proper classification for general ledger posting of revenues and expenditures, and conduct cost allocation studies. This position serves as the resource person for Treasury employees throughout the State to provide technical expertise on accounting, interface and legislation issues. This position will set guidelines for processing of financial transactions into the state's accounting system. This position provides expertise in resolving accounting interface problems in the State's Accounting System for the department. This position establishes and monitors test transactions in the State's Accounting System.</p> <p>This position is responsible for conducting special projects to research and implement new and revised accounting systems and processes.</p>	

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

Serves as the department-wide specialist, technical advisor and expert responsible for serving as the state-wide expert and resource for proper classification for the general ledger posting of revenues and expenditures. Serves as the resource person for Treasury employees throughout the State to provide technical expertise on accounting, interface, and legislation issues.

Individual tasks related to the duty:

- Analyze and process corrections in R*STARS, based on daily reports from the State's accounting system.
- Utilize Business Intelligence and MIRS to identify issues and answer questions regarding posted transactions or coding.
- Assist Accounting System users in clearing transactions in error status.
- Establish and maintain coding block structure for the department.
- Research complex or highly technical accounting related system and policy issues and provide answers and guidance in these areas.
- Act as general ledger expert in the department and work closely with Office of Financial Services to ensure proper classification of incoming money as revenues and expenditures for the department.
- Responsible for testing all non-SAP interfaces to ensure proper posting of general ledgers in the State's accounting system.
- Properly classify issuance and refunding bond related activities in the State's accounting system.
- Act as liaison between Treasury and DTMB regarding testing and production issues regarding accounting systems.

Duty 2

General Summary:

Percentage: 20

Serve as Budget Liaison, assist the Office of Budget with monitoring allotments, appropriations authorizations, revenue projections, and other items that are involved in the annual budget of the department. Assist other areas in Treasury and other state departments with proper classification of revenue and expenditures.

Individual tasks related to the duty:

- Monitor the quarterly allotments of non-IT appropriations and related funds. Ensure and correct overallotments on non-IT appropriations and related funds.
- Use Journal Vouchers to perform funding adjustments of Contractual Services, Supplies and Materials (CSS&M) expenditures and payroll expenditures.
- Create annual and monthly spending plans for the Office of Accounting Services that will be included in the department's spending plans forwarded to State Budget Office, DTMB.
- Create Current Services Baselines (CSBs) and Proposals for Change (PFCs) to ensure programs of the department will be properly funded to perform as intended.
- Assist the Office of Auditor General in the biannual motor fuel audit of the use of transportation funds.
- Recommend changes in funding sources due to limited expected revenue to cover programs to management .
- Perform complex revenue and expenditure monitoring, analysis and forecasting.
- Assist in the preparation and/or review of required appropriation boilerplate reports.

Duty 3

General Summary:

Percentage: 15

Create annual department-wide allocation plan to determine the cost the department expends to collect the major taxes the department administers. This allocation plan assists the department with the annual Memorandum of Understanding between the Michigan Department of Treasury and Michigan Department of Transportation.

Individual tasks related to the duty:

- Analyze each area in the department to determine proper allocation of cost, based upon the responsibility of each area in the department.
- Update Maximus Study to ensure all areas of Treasury are involved in the department-wide allocation plan while reorganizations take place. Ensure new taxes are included in the allocation plan.
- Separately identify transportation taxes in the annual allocation plan. Transportation taxes will be used in the annual Memorandum of Understanding between the Michigan Department Treasury and the Michigan Department of Transportation.
- Create annual transportation allocation plan to determine the amount of expenditures the department can accurately allocate to the collection of transportation taxes.
- Coordinate with various managers of the department to determine how the work of each division/office of the department assists in the collection of taxes administered by the department.

Duty 4

General Summary:

Percentage: 15

Special projects, as assigned by management.

Individual tasks related to the duty:

- Coordinate, lead, and/or assist with special projects, including reports, studies, analysis, and SIGMA implementation, as assigned by management.
- Assists in Operational Excellence activities that impact Accounting Services and Treasury.
- Assists with the development and implementation of metrics for the Division.
- Works with the management team to determine if short and long-term goals and objectives are being met.
- 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.

Employee makes independent decisions on who to contact in other Treasury Divisions and State agencies to resolve issues. Decisions related to resolving the State's Accounting System interface issues. Decisions necessary for planning and managing the implementation of a comprehensive department-wide accounting. Decisions for developing and revising of accounting system procedures. Decisions on developing, implementing and problem-solving with test files and test environments. Decisions on resolving reconciling and posting issues in the State's accounting system.

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

Matters that affect department-wide concerns. Changes that have a major impact on how the State's accounting system will process or require significant resources to implement. Release of confidential and/or highly sensitive information to outside parties, final implementation of major policy/legislative changes or new major programs, and final inclusion of recommendations in the office's annual budget request.

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.

Extensive computer work, sitting for long periods of time. Work is performed in an office environment in a climate controlled state office building. Includes routine standing, sitting, bending, twisting and movement about work space and office.

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"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> 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 serves as the department's specialist, technical advisor responsible for serving as the state-wide expert for proper classification for general ledger posting of revenues and expenditures, and properly allocating collection activities of the department to the taxes of the department. This position serves as the resource person for Treasury employees throughout the State to provide technical expertise on accounting, interface and legislation issues. This position will set guidelines for processing of financial transactions into the state's accounting system. This position provides expertise in resolving accounting interface problems in the State's Accounting System for the department. This position establishes and monitors test transactions in the State's Accounting System.

This position is responsible for conducting special projects to research and implement new and revised accounting systems and processes.

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

New Position.

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

This unit is responsible for establishing and maintaining the State's accounting system profiles and all fund accounting structures, preparing and reviewing financial reports, maintaining accounting control by reviewing account balances and adjusting entries, and year-end closing of various funds.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree with at least 24 semester (36 term) credits in accounting.

EXPERIENCE:

Accounting Specialist 13

Four years of professional experience performing or auditing the systematic classification and evaluation of accounting data and the preparation of related financial and managerial reports equivalent to an Accountant, including two years equivalent to an Accountant P11 or one year equivalent to an Accountant 12.

Alternate Education and Experience

Accounting Specialist 13

Possession of a Certified Public Accountant certificate (CPA) may be substituted for one year of Accountant P11 experience.

OR

Possession of a Certified Management Accountant certification (CMA) may be substituted for six months of Accountant P11 experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of generally accepted accounting principles, practices, and terminology. Familiarity with State of Michigan accounting policies and procedures is desirable. Knowledge of governmental accounting standards. Ability to prepare relevant reports. Ability to collect organize and analyze accounting data. Ability to communicate accounting data clearly and in an understandable manner. Ability to work independently and work on several tasks at once and meet deadlines. Ability to maintain favorable public relations with internal and external customers. Ability and a willingness to cooperate in working with others.

CERTIFICATES, LICENSES, REGISTRATIONS:

This position has a FTIFNPRINT sub-class code. The sub-class code indicates the position has access to Federal Tax Information (FTI) and requires passing of a fingerprint-based background check per IRS Publication 1075.

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.

SONYA CARTER 1/12/2017

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