

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

Position Code 1. ACCSPL3A30N
--

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) FINANCIAL AND ACCOUNTING SERVICES
4. Civil Service Position Code Description ACCOUNTING SPECIALIST-3	10. Division
5. Working Title (What the agency calls the position) ACCOUNTING SPECIALIST	11. Section
6. Name and Position Code Description of Direct Supervisor NICHOLS, SUSAN R; STATE BUREAU ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor TREPKOSKI, JILL M; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 7285 PARSONS DRIVE, DIMONDALE, MI 48821 / MONDAY - FRIDAY, 8 AM TO 5 PM

14. General Summary of Function/Purpose of Position

This position serves as the department's specialist, technical advisor and expert responsible for managing the department's accounting and tax systems, specifically Systems Applications and Products (SAP) and GenTax with Statewide Integrated Governmental Management System (SIGMA). The SAP and GenTax platforms are highly technical and requires detailed understanding of the system. As the key accounting transaction expert on the implementation team for SAP and GenTax, this position has a substantial direct impact on the department's financial processes to ensure that proper accounting methods and procedures are followed by all accounting staff. This position is highly complex in nature with a very large number of variables, including setting guidelines for processing of financial transactions into the state's accounting system, SIGMA. The role is critical in ensuring compliance with Generally Accepted Accounting Principles (GAPP) and maintaining the integrity of financial processes by setting transactions guidelines, resolving interface issues, coordinating year-end closings, participating in the design and implementation of new taxes and/or system upgrades and designing system reports. It involves high level collaboration with other departments including the Department of Technology Management and Budget (DTMB) and requires managing complex projects related to the development and implementation of accounting systems and procedures. This position is response for several distinct subject areas which requires coordination of activities over broad program areas and across agencies including DTMB as needed. The position is responsible for conducting special projects to research and implement new and revised accounting systems and processes.

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

Serves as the department-wide specialist, technical advisor and expert for managing the financial functions of the department's accounting and tax systems, SAP and GenTax which interface to SIGMA. The position is responsible for ensuring that SAP and GenTax systems produce appropriate accounting transactions and accurate financial reports that are in compliance with GAAP to SIGMA. Sets guidelines for procedures and processes and is assigned the authority to resolve problems in relation to the department and system. Serves as the expert to resolve problem areas in relation to financial transaction information in SIGMA, SAP and GenTax.

Individual tasks related to the duty:

- Serves as the expert for the department with other agencies and IT consultants to develop reports in SAP and GenTax for monthly and year-end financial reporting requirements.
- Designs SAP and GenTax reconciliation with SIGMA.
- Monitor and oversee SAP and GenTax postings by testing team.
- Establish each general ledger in SAP and GenTax as necessary.
- Ensure that financial reports are in compliance with GAAP.
- Formulates financial process and sets guidelines for accounting systems conversion.
- Provides technical direction and represents the department at meetings.
- Reviews system documentation to ensure GAAP requirements are being met by the systems being converted.
- Confers with division staff to ensure they understand the financial information in SIGMA, SAP and GenTax relative to program areas.
- Develops policies and procedures for division staff to use for processing and reconciliation SAP and GenTax transactions with SIGMA.
- Provides training on an on-going basis to department staff so they understand how to utilize the systems.
- Serves as the technical expert to resolve problem areas in relation to financial information in SIGMA, SAP and GenTax.

Duty 2

General Summary:

Percentage: 30

Serves as the key SAP and GenTax resource person for financial transactions. Prepares test data for SAP, GenTax and SIGMA environments. Monitors transmission, posting and results of test files in SIGMA, SAP, and GenTax. Serves as the department's expert with IT consultants, and other agencies in resolving testing-related issues for financial transactions.

Individual tasks related to the duty:

- Prepares test data for SAP, GenTax and SIGMA test environments.
- Coordinates test processing with IT consultants, other agencies, and Treasury staff.
- Ensures that testing does not interfere with daily SIGMA, SAP and GenTax production processes.
- Devises strategies for resolving test related issues.
- Monitors transmission, posting and results of test files.
- Prepares recommendations for resolving issues arising during testing.
- Prepares processes and procedures for testing in SAP and GenTax.

Duty 3

General Summary:

Percentage: 10

Serves as the expert regarding the research of problem accounting transactions relative to taxes within SAP and GenTax. This duty requires writing specialized queries in SIGMA's Business Intelligence to access the information necessary to prepare adjusting entries and explain variances. Responsible for serving as the expert with staff in resolving issues with accounting related transactions and activities.

Individual tasks related to the duty:

- Determine cause of problem using available sources and tools including - Business Intelligence and Audit Command Language (ACL).
- Maintain communication including meeting with Program Areas to work with them to correct errors and to implement procedures to properly post transactions.
- Prepare correcting entries.
- Instruct other staff in proper use, maintenance, and identification of problems.

Duty 4

General Summary:

Percentage: 10

Analyze the Department's most complex accounting issues in relation to SIGMA financial data. Determine appropriate resolutions and provide recommendations. Develop financial profiles in SIGMA. Ensure that the department's accounting transactions are recorded properly and reflect the Department's financial status. Provide guidance and assistance in accounting and SIGMA matters to management as needed. Because of the highly complex nature of SIGMA, this function requires in-depth knowledge of accounting and accounting principles and how specific accounting transactions affect the financial tables, the general ledger, and certain reports.

Individual tasks related to the duty:

- Prepares correcting entries and implements changes to procedures when necessary in accordance with GAAP.
- Review financial data and analyze for accuracy.
- Formulate complex spreadsheets to analyze and/or summarize the impact on the department's accounting transactions.
- Analyze new accounting profiles in SIGMA to properly reflect the intent of new legislation.
- Analyze new or revised legislation to determine impact on department and how these changes should be reflected in SIGMA.
- Routinely review assigned accounts to ensure compliance with accounting policies and procedures.
- Prepare and analyze financial statements to determine financial status and assure accuracy.
- Prepare correcting entries when necessary.

Duty 5

General Summary:

Percentage: 5

Supports Treasury and Accounting Services Division overall goals, strategic planning, Employee Engagement and Continuous Improvement activities. Performs other duties as assigned.

Individual tasks related to the duty:

- Assists in Employee Engagement and Continuous Improvement activities that impact the Bureau of Financial and Accounting Services and Treasury.
- Conducts special studies and projects as assigned.
- Assists with the development and implementation of metrics for the Bureau of Financial and Accounting Services and Treasury.
- Works with the management team to determine if short and long-term goals and objectives are being met.
- Performs 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 necessary for planning and managing the implementation of a comprehensive department-wide accounting and tax system. Decisions for developing and revising of SAP, GenTax and SIGMA procedures. Decisions on developing, implementing and problem-solving with test files and test environments. Decisions on resolving reconciling and posting issues in SAP, GenTax and SIGMA.

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

Matters that affect department-wide concerns. Changes that have a major impact to how SIGMA, GenTax and SAP will process or require significant resources to implement.

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.

No unusual physical or environmental conditions. The work is in a standard office environment.

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 | Approve leave requests. | N | 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 and expert for managing the department's accounting and tax systems, SAP and GenTax to SIGMA. The position must be able to effectively communicate verbally and in writing, the accounting, tax return and system requirements of converting from SAP and GenTax to SIGMA. They must be able to understand the requirements of other bureaus within Treasury as well as across agencies and be able to convert those needs into the correct accounting transactions. Must understand how the information from Treasury systems is posted into SIGMA and SAP/GenTax and be able to reconcile between multiple systems. Must understand GAAP and apply them to correct system errors. Must be able to research using existing systems including SIGMA and Business Intelligence. Includes all requirements listed in Section 15 of the position description.

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

Updated to include GenTax system and to change the position from the Accounting Services Division to the Bureau of Financial and Accounting Services.

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

Bureau of Financial and Administrative Services provides oversight of the financial transactions for the Department as well as the other agencies within the State of Michigan. The Financial Services Division serves as the State's cashier for receiving remittances, managing the State Treasurer's bank accounts, manages the disbursement of State funds, business owner for the Centralized Electronic Payment Authorization System (CEPAS) which is the State's standard for acceptance of credit/debit card and Electronic Check (ACH) transactions, and manages the monthly statewide reconciliation of cash, including deposits, journal vouchers, investments and payments (redemption), and daily check reconciliation (redemption) programs for the State of Michigan. The Accounting Services Division (ASD) coordinates and oversees Treasury's accounting structure and accounting profiles including year-end closing, accrual processes, and account balances. It coordinates SIGMA-related functions and processes, including vendor payments, direct vouchers, inter-account bills, employee reimbursements, interfaces, and asset control. This position will provide direct assistance to the divisions in relation to SIGMA activities and will serve as the Bureau liaison for budget, human resources, information technology, and business continuity planning as well as special projects assigned by the Bureau Director.

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 - 15

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, Auditor, or Assistant Auditor General including two years equivalent to an Accountant P11, Auditor P11, or Assistant Auditor General P11 or one year equivalent to an Accountant 12, Auditor 12, or Assistant Auditor General 12.

Alternate Education and Experience

Accounting Specialist 13 - 15

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

OR

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of SIGMA, GenTax and SAP.

Thorough knowledge of governmental accounting, principles, and procedures.

Thorough knowledge of SIGMA, GenTax and SAP test environments.

Thorough knowledge of the fiscal year end accounting close process.

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.

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