

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

**Position Code**

1. ACCTTCHEC45R

## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DOC-MAXEY CORRECTIONAL
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Correctional Facilities Administration
<b>4. Civil Service Position Code Description</b> Accounting Technician-E	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Accountant Technician	<b>11. Section</b> Business Office
<b>6. Name and Position Code Description of Direct Supervisor</b> ; ADMINISTRATIVE MANAGER-2 13	<b>12. Unit</b> Accounting / Purchasing
<b>7. Name and Position Code Description of Second Level Supervisor</b> ; SENIOR EXECUTIVE WARDEN 17	<b>13. Work Location (City and Address)/Hours of Work</b> 9036 East M-36; Whitmore Lake, MI 48189 / 8:00 am - 4:30 p.m., Monday through Friday

**14. General Summary of Function/Purpose of Position**

This position provides overall office assistance to the Facility Manager and acts as a liaison to the Regional Business Office. This position is required to perform a variety of duties which may include, prisoner accounting, institutional accounting, financial calculations, cashiering and some clerical duties. This position functions as an accounting assistant, processing payments, statements verifying invoices, assists with purchasing, assigns codes, reviews and performs audits and reconciliations. This position performs the most complex audits and reconciliations in order to create reports used as the basis for all projections and decisions as it relates to the facility budget. These reports are used by the Facility Manager and the Regional Office to define the overall financial status of the facility. This is a test designated position, as the assignment is within the secured perimeter of the facility.

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: 20**

Assist in formulating all projections and spending plans from various accounts and other reports as needed. Ensure accuracy of information by comparison with MAIN. Use MIDB and or Business Objects process if appropriate.

**Individual tasks related to the duty:**

- Determine appropriate information from various financial reports necessary to establish the facility's financial position.
- Reconcile information estimated with MAIN.
- Compare balances with the Spending Plan to ensure the facility does not exceed the Legislative appropriation.
- Notify Administrative Officer if additional money is required in a specific account.
- Assist the Administrative officer with preparation of monthly budget reports for program managers.
- Reconcile control records of expenditures, allotments, receipts, encumbrances, account receivables, account payables, and revenue accounts for the facilities (includes Base, School, Health Care, Mental Health and Public Works) with postings to MAIN.
- Analyze accounting data throughout accounting periods to reconcile reports.
- Troubleshoot at year-end closing for various accounting activities.
- Analyze all accounts; verify transactions for proper coding and accuracy.
- Provides information to regional business office staff when errors are found.

**Duty 2**

**General Summary:**

**Percentage: 20**

Perform prisoner accounting duties that are time sensitive.

**Individual tasks related to the duty:**

- Process disbursements for phone cards, filing fees and legal postage on Trust daily, and sends copy of the disbursement back to prisoner. Trust batch along with the white copy of the disbursement will be sent to the Regional Business Office for Trust clearings, MAIN entry and filing.
- Process repair disbursements on Trust, prints check, copies check then sends the original check with the yellow copy of the disbursement and a copy of the Trust batch out to the property room so the check can be mailed with the package and then sends the pink copy of the disbursement back to the prisoner. The Trust batch along with the disbursements and copies of the check/s will be sent to the Regional Business Office for MAIN entry and filing.
- Research information and assist with grievance and kite responses prepared by the Administrative Office.
- Print and distribute prisoner statements during the first week of each month.
- Parole and Discharge processing including loans according to PD 04.02.105.
- Coordinate monthly indigent list for the facility.
- Coordinate court certificate process with Regional Business Office. (process kite, distribute info)

**Duty 3**

**General Summary:**

**Percentage: 10**

Ensure accuracy of OMNI meal tracking.

**Individual tasks related to the duty:**

- Reconcile meal racking reports with ARAMARK reports daily.
- Completes and submits required reports with supporting documentation to the Facility Manager daily for review with the Warden..

**Duty 4**

**General Summary:**

**Percentage: 10**

Perform cashiering functions for the facilities.

**Individual tasks related to the duty:**

- Deposit cash for the facility such as PBF photo ticket sales, I.D> Card replacement, checks received at the facility etc.
- Handle petty cash for prisoners paroling and discharging if applicable.
- Process checks needed on site for filing fees, employee replacement warrants, etc.

**Duty 5**

**General Summary:**

**Percentage: 20**

Perform procurement functions for the facility that are not handled by the regional office.

**Individual tasks related to the duty:**

- Track and log all orders sent to the regional office for reconciliation purposes.
- Analyze all credit card purchases and transaction detail reports for proper coding, approvals and accuracy.
- Back up approver for MAIN requisitions.

**Duty 6**

**General Summary:**

**Percentage: 10**

Process staff payroll and back-up payroll entry.. Perform clerical duties as needed. Vehicle Mileage coordinator for facility Act as liaison for regional office accounting and procurement staff who need information regarding receivers, etc. Other duties as assigned.

**Individual tasks related to the duty:**

- Enter payroll data in DCDS.
- Answer questions and get answers for regional office accounting and procurement staff regarding receivers, paperwork, etc.
- Forward paperwork as needed to the regional office to ensure that bills are paid on a timely basis.
- Review all mileage logs for accuracy, prepare the monthly recap and forward to the regional business office for processing.

**Duty 7**

**General Summary:**

**Percentage: 10**

Provide clerical assistance to the Administrative Manager as needed which includes assistance with Prisoner Benefit Fund and Prisoner Store monthly meetings.

**Individual tasks related to the duty:**

- Compile information for PBF and Store Meetings.
- Attend meetings and assist with any financial questions.
- Type and distribute meeting minutes for PBF and Store.
- Filing, typing and other clerical duties as assigned by the Facility Manager.

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

Independently determine action needed to reconcile various reports with other accounting source. Develop financial reports/studies to meet program goals. Development of worksheet/account analysis for all special reports. Determine priority of work assignments based on deadlines. Determine appropriate Index, PCA, and appropriation of facilities accounts. Research action necessary to resolve unique accounting problems.

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

Interpretation of new procedures, programs and/or law changes.

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.

Business office skills and equipment/computer usage. Work around prisoners.

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.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> 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 performs the most complicated technical accounting functions in the Business Office and is responsible for accuracy and validity of all accounting transactions at the facilities. Monitors expenditures to ensure budget appropriations are not exceeded, notifies management when additional funds are needed. Handles the most complex financial documents and accounts of the accounting office and reports results of analyses. Develops accounting format required for various financial reporting for the facility staff, and the accounting offices of the Department of Corrections and the Department of Management and Budget.

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

N/A

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

This unit is responsible for the financial status of WCC a Inpatient Mental Health Correctional Facility that houses 360 multi-level prisoners. This includes appropriations of over \$32 million dollars. This position ensures accuracy of financial data and prepares reports to communicate financial position to management. This is a test designated position. This position is located inside food service/warehouse operations and will come into direct contact with greater than 12 prisoners daily.

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:**

Thorough knowledge of bookkeeping and accounting procedures and practices.

Thorough knowledge of spreadsheets and database systems, including Excel

Thorough knowledge of basic mathematics

Thorough knowledge of State and interoffice computerized accounting systems, including , MAIN (ADPICS and R\*STARS)

Ability to compare data from a variety of sources for accuracy and completeness

Ability to assemble, compile, and analyze pertinent data for the preparation of financial and statistical reports.

Ability to determine work priorities when multiple complex tasks must be completed.

Ability to meet schedules and deadlines of the work area.

Ability to select and compile data for statements, expenditures, revenues, accounts, and reports

Ability to prepare and submit orders for purchase.

Ability to communicate effectively.

#### **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.

None

***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