State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. ACCTASTE

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** TECH, MGMT AND BUDGET - MB
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Financial Services
4. Civil Service Position Code Description Accounting Assistant-E	**10. Division** Financial Operations
5. Working Title (What the agency calls the position) Accounts Payable Clerk	**11. Section** Operations
6. Name and Position Code Description of Direct Supervisor Robert Telesz, Departmental Manager 14	**12. Unit** Accounts Payable
7. Name and Position Code Description of Second Level Supervisor Brad Weber, State Administrative Manager 15	**13. Work Location (City and Address)/Hours of Work** Elliott – Larsen Building. 320 S. Walnut St, Lansing, MI 48933 8:00 a.m. to 5:00 p.m. Monday – Friday or variation

14. General Summary of Function/Purpose of Position

The position ensures timely, reliable, and accurate processing of vendor invoices in accordance with applicable contracts, rules, and requirements. The position pre-audits of payment documents, ensures steady and smooth flow of invoices and receivers, opens and distributes mail to Financial Services, and assists in the year-end closing functions.

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: 70**

Timely, reliable, and accurate processing of vendor invoices in accordance with contracts and applicable guidelines and requirements.

Individual tasks related to the duty:

- Verify information on in-coming invoices to make sure proper accounting and billing information is correct.
- Enter payment information for Invoices in system.
- Maintain electronic spreadsheets, as needed, to capture account numbers, location of service, contact information, phone numbers, and any other information as necessary.
- Communicate with agencies and vendors to resolve payment related issues, such as late fees, past due balances, incorrect invoice amounts, missing invoices, incorrect billing information and missing vendor information.
- Ensure steady and smooth flow of invoices and receivers through the payables process.
- Send invoices to appropriate approvers for timely approval; follow-up until approval is obtained, ensuring a steady flow of documents through the approval process.
- Work with Supervisor on any unique/special invoices or problems that arise with invoices and the approval process as needed.
- Assist in processing Electronic Invoice payments through the Electronic Transaction Processing Program.

Duty 2

General Summary: **Percentage: 25**

Provide support for mail

Individual tasks related to the duty:

- Open mail for accounts payable, distribute mail to Financial Services Operations and Fiscal Management Divisions
- Date stamp all incoming mail for Accounts Payable
- Enter Accounts Payable mail accurately and timely into Content Manager.
- Distribute mail to the appropriate Accounts Payable staff for processing.

Duty 3

General Summary: **Percentage:** **5**

Other duties as assigned

Individual tasks related to the duty:

- Assist with year-end closing of accounts payable.
- Work on special projects as assigned by the supervisor.
- Assist with procedure review and updates as needed.
- Participate in office team activities.

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

Verification of payment information from staff, supervisors and managers.

Determine to pay vendors based on supporting documents and existing approvals.

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

Any new or revised policies/procedures.

Determine internal review procedures and implementation.

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 relative to office environment; consisting mainly of sitting, standing and walking.

A considerable amount of time is spent sitting at a computer.

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?

The position ensures timely, reliable, and accurate processing of vendor invoices in accordance with applicable contracts, rules, and requirements. Also ensures documents route through the appropriate steps to enable timely and accurate payments. The position provides adequate back-up support for the mail and document imaging for Accounts Payable. Assists in year-end closing functions.

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

Backfill.

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

The Operations Division provides reliable, accurate, and timely financial services in the following areas: procurement, IT procurement, accounts payable, contract management, statewide procurement card administration, computer access security, department vehicle liaison, MiPrint coordination, EUC, and wireless coordinator. This position supports payable functions for all of DTMB, DMVA, Civil Rights, Civil Service and the Executive Office.

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 5
No specific type or amount is required.

Accounting Assistant 6
One year of administrative support experience.

Accounting Assistant E7
Two years of administrative support experience, including one year equivalent to an Accounting Assistant 6, 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:

Proficient with Excel and MS Office. Math aptitude and detailed oriented.

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**