

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

Position Code
1. ACCTTCHEC99R

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 Technician-7-E9	10. Division Operations
5. Working Title (What the agency calls the position) Accounting Technician	11. Section Accounts Payable and Security
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 Bradley D. Weber, State Administrative Manager 15	13. Work Location (City and Address)/Hours of Work Elliott-Larsen Building- 320 S. Walnut and 3423 N. MLK Blvd. / 8:00 a.m. to 5:00 p.m., Monday-Friday

14. General Summary of Function/Purpose of Position

This position is responsible for all DMVA Accounts Payable. This position utilizes SIGMA, compliance with generally accepted accounting principles and other regulatory requirements and an understanding of the relationship DMVA has with the Federal Government and how payments are processed are needed; ability to develop and implement policies, procedures, and other software used in the position are required. This position is responsible to review and process payments accordingly to ensure vendors are paid in a timely manner, avoiding late payments per P.A. 279 of 1984. Serve as the liaison and point of contact for accounts payable issues with DMVA and DTMB as part of the accounting service center.

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: 75

Main point of contact for DMVA payments and issues related to Accounts Payable and authorization of payment documents.

Individual tasks related to the duty:

- Review, analyze, and approve in-coming invoices to make sure proper accounting and billing information is provided.
- Develop/maintain a productive working relationship with DMVA customers. Provide instructions and direction to DMVA on proper processes and requirements for payables.
- Collaborate with DMVA Procurement to provide feedback regarding the creation of Purchase Orders and the impact they have on payment processing. Develop process for the most efficient way to process payments and improve invoice approvals.
- Develop procedures for the invoice approval and payment processing for DMVA.
- Main point of contact for DMVA invoice issues and inquiries on status for vendors and customers.
- Develop and maintain electronic spreadsheets for certain types of payments, i.e. utilities, phones and monthly services, to capture account numbers, location of service, contact information, phone numbers, and any other relevant information for payment documentation.
- Collaborate with DMVA and vendors to investigate and resolve payment related issues, such as late fees, past due balances, incorrect invoice amounts, missing invoices, incorrect billing information and missing vendor information.
- Authorize DMVA Procurement invoices for approval; provide communications until approvals are obtained; Establish guidelines for escalation of unapproved invoices to ensure that invoices are paid within a timely manner.
- Establishing profiles in SIGMA, accept remittance information and ensure that all invoices are submitted accurately and according to standard and accepted invoice guidelines.
- Provide needed training on payment processing as needed.
- Create various reports, maintain spreadsheets and databases for DMVA staff and vendors
- Run reports from Business Intelligence as needed for DMVA and DTMB Staff

Duty 2

General Summary:

Percentage: 10

Research payables related questions and issues; correct payments as needed to ensure payment processing. this requires a very strong knowledge of SIGMA and the complexity of researching and verifying payments, problems and resolution.

Individual tasks related to the duty:

- Assist with post-audit of payment documents during year-end and at other established times during the year.
- Assist with the monthly and quarterly Accounts Payable metric reporting.
- Maintain weekly reports for document counts and status of invoices and provide to supervisor.
- Create Business Intelligence queries and reports as necessary for documents that are in draft status, failed to issue payment, or errored for other reasons in SIGMA.
- Resolve all problems with issuing payments, seeking assistance and guidance as warranted.
- Work on additional tasks and special projects related to job functions as assigned by supervisor.
- Assist in the writing, review and maintenance of DMVA Accounts Payable procedures.
- Work with DMVA procurement staff to resolve invoice and payment issues.

Duty 3

General Summary:

Percentage: 10

Establish and process payment for all DMVA Leases in SIGMA.

Individual tasks related to the duty:

- Process lease payments in SIGMA for established DMVA leases.
- Oversee and monitor lease and rent payments to ensure timely and accurate payment
- Enter all modifications and changes to established leases in SIGMA
- Work with DMVA and DTMB OFM to ensure all leases and associated expenses are accurately coded and entered in the Lease processing system within SIGMA

Duty 4

General Summary:

Percentage: 5

Other duties as assigned

Individual tasks related to the duty:

- Other duties as assigned by management.

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

Organizing assigned work to ensure timely payment processing. Research action necessary to resolve unique payables problems. Development of worksheet/account analysis for special reports. Routinely answer questions and research/resolve problems related to payments. Interpreting policy and applying that interpretation in daily interactions with vendors, Department of Treasury and DMVA staff.

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

Decisions that would result in an outcome outside the scope of current policy or 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.

Daily work is performed in an office setting and involves prolonged sitting or standing while working extensively on a personal computer. The position requires the ability to work under the pressure of deadlines that may overlap. This position requires self determination of priorities and work flow. Must use independent judgment for most situations.

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?

This position ensures timely, reliable, and accurate processing of payment documents processed by staff in Accounts Payable in accordance with applicable payment guidelines. The position performs pre audits, approvals and payments of DMVA invoices and other payable documents, ensuring a steady and smooth flow of payments through the system. Recognized resource for payables issues at DMVA for DMVA staff and vendors. Vast knowledge and experience in SIGMA payables and in problem resolution. Recognized single point of contact for DMVA payables issues.

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 Operations Division provides reliable, accurate, and timely financial services in the following areas: procurement, IT procurement, accounts payable, statewide procurement card administration, computer access security, department vehicle liaison, MiPrint coordination, EUC, and wireless coordinator. DTMB is an Accounting Service Center to DMVA. This position is the recognized resource for payables for DMVA. Point person for DMVA staff and vendors serving DMVA.

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:

At least one year of payables experience

Experience in SIGMA

Invoice issue resolution in SIGMA

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:

- Knowledge of procurement documents and procurement guidelines for the accurate payment of invoices.
- Knowledge of accounting and accounts payable practices, methods, guidelines and terminology
- Ability to write detailed procedures.
- Proficient with Excel and MS Office, SIGMA and other programs used for payable documents
- Ability to multi task in a fast paced, sometimes stressful environment.
- Demonstrate excellent interpersonal and communication skills
- Ability to ensure details related to Department policies and procedures on payments are accurate.
- Ability to organize detailed information and communicate that information in a clear and concise manner.
- Ability to review and edit documents to ensure compliance with established practices and guidelines
- Ability to work independently, as well as with a diverse set of people in a team setting.
- Have good organizational skills and the ability to prioritize work.
- Ability to work through problems and issues with payments and resolve following established guidelines.

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