

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. ACCTTCHED46R

**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> TREASURY CENTRAL PAYROLL
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> FINANCIAL AND ACCOUNTING SERVICES
<b>4. Civil Service Position Code Description</b> ACCOUNTING TECHNICIAN-E	<b>10. Division</b> FINANCIAL SERVICE DIVISION
<b>5. Working Title (What the agency calls the position)</b> ACCOUNTING TECHNICIAN	<b>11. Section</b> SUPPORT SERVICES
<b>6. Name and Position Code Description of Direct Supervisor</b> VIACHES, MICHELLE; FINANCIAL MANAGER-3	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> ALVORD, MELANIE A; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 7285 PARSONS DRIVE, DIMONDALE, MI / MONDAY - FRIDAY, 8:00AM TO 5:00PM

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

This position serves as a section Accounting Technician for banking issues including pre-auditing financial documents, researching and analyzing banking issues. This position reviews the Section's processes and procedures and formulates recommendations to improve the Section's banking practices. This position assists providing technical assistance to Section Staff.

In addition, this position maintains and reconciles control records for revenue and receipts to bank transactions. Oversees ordering function for all State deposit tickets. Identifies, analyzes, and/or processes the following types of banking transactions for posting in SIGMA: return items and debit/credit memos on all State Treasurer accounts held in various financial institutions throughout Michigan for all State agencies, validates significant, material transactions that post to the State Treasurer bank accounts held at the State's main concentration bank daily; and assist with cross training.

In performing these duties, the position is responsible for promoting and maintaining an environment conducive to continuous quality improvement and for encouraging new ideas, input, respect and teamwork.

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: 40**

Maintains control records for revenues and receipts and reconciles bank transactions. Reviews, analyzes, and reconciles various banking transactions and prepares entries for input in SIGMA. Creates and reconciles financial documents for completeness and accuracy in accordance with Generally Accepted Accounting Principles (GAAP).

**Individual tasks related to the duty:**

- Creates, reconciles and maintains daily spreadsheets of transactions for revenue and receipts.
- Reconciles bank transactions and resolves differences.
- Reconciles outgoing wire payments initiated by the Division.
- Reconciles the State's main concentration bank account daily.
- Reconciles credit card transactions to the bank statement.
- Serves as back up for reconciliation research of SAP bank payment files to SAP entries.
- Servers as backup for reconciliation research of S4 bank payment files to S4 entries.
- Communicates and resolves problems and questions with other staff members, agencies and financial institutions.
- Distributes tax revenues to the appropriate category using companion-type batches.
- Research and compile information and prepares reports as needed for review and reconciliation.
- Completes the daily cash analysis worksheet for the Bureau of Investments.
- Creates daily bank adjustment output files that are sent to SIGMA.

**Duty 2**

**General Summary:**

**Percentage: 30**

Identifies, analyzes and/or processes the following types of transactions which includes but is not limited to: return items and debit/credit memos on all State Treasurer accounts held in financial institutions throughout Michigan for all State Agencies, initiating and recording of transfers between bank accounts, EFT, wire receipts and lockbox deposits for all agencies. Utilizes, maintains, and creates spreadsheets. Reviews, analyzes and resolves banking issues.

**Individual tasks related to the duty:**

- Identify, analyzes, and processes returned item transactions and debit and credit memos from banks for all agencies.
- Identifies, analyzes, and processes EFT and wire transactions for all agencies.
- Initiates and records transfers from the State's bank accounts to the main concentration account and serves as backup for auditing these transactions to ensure accuracy and completeness before processing.
- Calculate, analyze, and process transactions for account service fees and various bank fees.
- Prepares correspondence to banks and state agencies to follow up on unidentified items determined because of the reconciliation process.
- Utilizes, maintains and creates spreadsheets.
- Communicates and responds to banking questions from division staff, agencies and financial institutions.
- Reviews, analyzes, and makes recommendations to management for resolution of banking issues.

**Duty 3**

**General Summary:**

**Percentage: 25**

Oversees ordering function for all state deposits tickets and deposit bags as well as record retention duties. Participates in monthly meetings with Banking and Disbursements Section Manager to assist in the Manager's audit of online banking access. Serves as the Section's contact for various Treasury divisions as well as all agencies regarding banking related issues and adjustments. Reviews the Section's banking practices, processes and procedures on a continual basis.

**Individual tasks related to the duty:**

- Oversees ordering process of deposit tickets and deposit bags, and ensures corrections are made.
- Notifies agencies of completed orders and answers questions regarding the ordering process.
- Performs reconciliation of bank charges for deposit ticket and bag orders.
- Works with Banking and Disbursements unit to keep current on banking changes and to resolve billing errors
- Performs record retention duties.
- Participates in monthly meetings with Banking and Disbursements Unit Manager to assist in the audit of online banking access.
- Logs into each bank's online banking website for the Banking and Disbursements Unit Manager to conduct their audit.
- Reviews the Sections banking practices, processes, and procedures on a continual basis and makes recommendations for improvement as needed.
- Develops, writes, and updates Section's policies and procedures.
- Ensures the Section's Staff is kept up to date with any changes to procedures implemented to facilitate the completion of daily job duties.
- Reviews newly implemented guidelines and procedures for efficiency and effectiveness.
- Serves as the Section's primary contact for bank-initiated adjustments that require entries made to customer accounts including IIT, SAP, SUW, and S4.
- Serves as the contact for all bank related information requests.

**Duty 4**

**General Summary:**

**Percentage: 5**

Performs other duties as assigned.

**Individual tasks related to the duty:**

- Back up Section staff as needed.
- Performs other duties as assigned.
- Assists with cross-training.

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

Determines nature of problems associated with verification and reconciliation of transactions. Determines the methods to resolve the problems. Make decisions on who to contact at agencies/vendors to resolve issues of concern.

Impact of decision making in the position involves statewide accounting and deposit order functions. Accuracy of information is critical to the proper recording and accounting of transactions. Position makes decisions regarding the authorization and posting of revenue and revenue reclassification transactions in SIGMA. Position makes decisions regarding who to contact and how to resolve revenue accounting issues.

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

Resolution of banking issues that are material or unusual in nature.

Decisions that may have a material banking or policy impact.

**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.**

Meeting urgent deadlines and resolving issues or problems including month-end and year-end deadlines may result in stressful situations. Maintaining composure with vendors and state agencies under diverse conditions and backlogs of work that can accumulate when a problem resolution is delayed. Physical requirements: sitting, walking, seeing, standing, talking, listening, writing, reaching and lifting of boxes. Sitting for long periods of time on a regular basis. Mental requirements: learning, editing, organizing, analyzing, memorizing, making decisions, interpreting, and calculating. Use of a personal computer. The department's ongoing migration of legacy systems has created the potential for quick changes to daily job duties.

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 serves as an Accounting Technician of the Support Services Section within the Financial Services Division. Meet and deal effectively with others. Communicate verbally and in writing in an effective manner. Follow oral and written directions.

Includes all requirements listed in Section 18 of this position description. All duties in this position description must be performed and cannot be eliminated.

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

Updating position description due to office re-org. The Accounting Tech position duties were split between the Financial Services Division and the Accounting Services Division. All accounting-related tasks moved to Accounting Services Division and the banking-related tasks which this position details were kept within the Financial Services Division.

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

The Financial Services Division is responsible for receipting and recording of revenue received by the Department of Treasury. The Division is responsible for statewide bank activity and credit card contracts for the State of Michigan and functions in a central agency capacity to set policies and procedures for all other State agencies to use in the depositing, receipting and recording of receipts and revenues. The Division is also responsible for setting policies and procedures for disbursements .

This position serves as a resource for the Division for researching, banking and depository-related transactions and researching and resolving deposit reconciliation issues. This position serves as a resource for the Division for the State's various online banking information systems for all of Treasury's depository banking relationships.

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:**

Knowledge of bookkeeping and accounting procedures, practices, methods, techniques, and terminology.

Knowledge of SIGMA, SAP, Recon, and Microsoft Office.

Knowledge of governmental accounting practices.

Knowledge of automated accounting systems.

Knowledge of common techniques used in locating errors.

Ability to plan, organize, and handle office procedures in maintaining an even flow of work.

Ability to collect and organize accounting data.

Ability to make arithmetic computations.

Ability to assemble and compile pertinent data and prepare financial and statistical reports.

Ability to communicate effectively.

Ability to maintain favorable public relations.

**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.***

SALLY VAN VYVE

7/22/2025

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