

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 Accountant-E	10. Division Accounting Services
5. Working Title (What the agency calls the position) Accountant	11. Section
6. Name and Position Code Description of Direct Supervisor JOHNSON, TIMOTHY M; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor NICHOLS, SUSAN R; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Austin State Office Building, 430 W. Allegan Street, Lansing, MI 48922 / 8:00 am – 5:00 pm, or as needed

14. General Summary of Function/Purpose of Position

Prepare and review accounting data, financial reports and documents using Statewide Integrated Governmental Management Applications (SIGMA), Business Intelligence (BI), Systems Applications and Products (SAP) and GenTax. Monitor variances in accounting and financial systems and make recommendations for corrective actions. Create system schedules and reports and confirm appropriate coding. Ensure system compliance with Generally Accepted Accounting Principles (GAAP). Review journal vouchers and determine impact on systems in accordance with GAAP, State of Michigan and Office of Financial Management. Maintain subsidiary ledgers and reconcile to SIGMA. Develop and implement guidelines and procedures designed to improve efficiency, services and business practices. Maintain and improve other financial systems. Make recommendations and assist in the development and design of reports and presentations. Support Treasury's overall goals, strategic planning, Employee Engagement and Continuous Improvement activities. Perform other assignments as needed for the Financial and Accounting Services Bureau, the Accounting Services Division, and the Treasury Executive Office.

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: 50

Prepare and review accounting data, financial reports and documents using SIGMA, BI, SAP and GenTax. Monitor variances in accounting and financial systems and make recommendations for corrective actions. Create system schedules and reports and confirm appropriate coding. Ensure system compliance with GAAP.

Individual tasks related to the duty:

- Conduct variance analysis with SIGMA and BI reports.
- Prepare and submit journal vouchers to balance credit and debit account transactions.
- Maintain accounting records in compliance with GAAP, State of Michigan, and Office of Financial Management policies and procedures.
- Create and manage schedules and reports relative to various programs in SAP and GenTax to ensure that all charges are included in the correct coding.
- Attend meetings related to issues that arise in SAP and GenTax and how they related to the financial transactions within each system. Make recommendations to Accounting Specialist and/or Manager based on decisions in meetings.
- Provide written explanation to Accounting Specialist and/or Manager explaining variances within SAP, GenTax, and SIGMA. Make recommendations to improve the process to avoid similar variances in the future.
- Assist management in the testing of new functionality within SAP and GenTax to ensure compliance with GAAP, State of Michigan, and Office of Financial Management policies and procedures.

Duty 2

General Summary:

Percentage: 25

Review journal vouchers and determine impact on systems in accordance with GAAP, State of Michigan and Office of Financial Management. Maintain subsidiary ledgers and reconcile to SIGMA.

Individual tasks related to the duty:

- Review journal vouchers in SIGMA and identify errors; assist the Accounting Specialist with reconciling accounting entries to balance the system.
- Develop and maintain subsidiary financial records from SAP and GenTax.
- Reconcile amounts on subsidiary financial records to SIGMA.
- Receive and responds to question from the general public and department employees.
- Select and compile system financial data for complex statements, accounts and reports.
- Prepare various credit account and debit account reports and analyses.

Duty 3

General Summary:

Percentage: 15

Develop and implement guidelines and procedures designed to improve efficiency, services and business practices. Maintain and improve other financial systems. Make recommendations and assist in the development and design of reports and presentations.

Individual tasks related to the duty:

- Assist Accounting Specialist and/or Manager in developing guidelines and documenting and implementing consistent accounting reporting needs and requirements.
- Participate in workgroups assigned with developing, testing, and implementing new systems.
- Draft, revise and edit procedures and policies for sound accounting practices relating to office functions.
- Prepare recommendations for improvements, new methods and other changes to increase efficiency of accounting processes and systems.
- Assist in the acquisition, development, testing, and implementation or upgrade of financial systems.
- Make recommendations and assist in control policies and procedures.
- Preparation and review of financial information for management decision making.
- Assist Accounting Specialist and/or Manager in identifying and designing reports and/or presentations to provide information for presentation to executive leadership, other state agencies, the public, or other applicable stakeholders.

Duty 4

General Summary:

Percentage: 10

Support Treasury's overall goals, strategic planning, Employee Engagement and Continuous Improvement activities. Perform other assignments as needed for the Financial and Accounting Services Bureau, the Accounting Services Division, and the Treasury Executive Office.

Individual tasks related to the duty:

- Participate in activities that contribute to the achievement of the mission, goals and operational objectives of the Financial and Accounting Services Bureau and the Accounting Services Division.
- Prepare special reports as requested.
- Serve on special projects as assigned.
- Recommend the revision of rules, regulations and procedures as needed.
- 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.

Make decisions regarding developing and implementing guidelines and procedures. Makes independent decisions regarding the appropriate method to use to obtain proper account balances. Make decisions regarding the appropriate reports to use to reconcile and research account balances.

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

Resolution of issues that are unusual in nature. Resolution of periodic problems or answering policy questions. Decisions regarding work priorities when the workload is extremely heavy. Supervisor reviews and monitors work.

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.

Extensive computer work; sitting for long periods of time; changing priorities and deadlines.

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?

New position.

23. What are the essential functions of this position?

Prepare and review accounting data, financial reports and documents using SIGMA, BI, SAP and GenTax. Monitor variances in accounting and financial systems and make recommendations for corrective actions. Create system schedules and reports and confirm appropriate coding. Ensure system compliance with GAAP. Review journal vouchers and determine impact on systems in accordance with GAAP, State of Michigan and Office of Financial Management. Maintain subsidiary ledgers and reconcile to SIGMA. Develop and implement guidelines and procedures designed to improve efficiency, services and business practices. Maintain and improve other financial systems. Make recommendations and assist in the development and design of reports and presentations. Support Treasury's overall goals, strategic planning, Employee Engagement and Continuous Improvement activities. Perform other assignments as needed for the Financial and Accounting Services Bureau, the Accounting Services Division, and the Treasury Executive Office. Includes all the requirements of Section 18 of the Position Description.

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

New position.

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

This work area is responsible for managing the central finance and accounting functions for the Department of Treasury. This includes monitoring the accounting for expenditures and revenues. This also includes accounting for the various funds under the authority of Treasury and serving as the liaison with the Office of Financial Management, SIGMA and the Department of Management and Budget. This position is responsible for preparing and reviewing accounting data, financial reports and documents using SIGMA, BI, SAP and GenTax. Monitoring variances in accounting and financial systems and making recommendations for corrective actions. Ensuring system compliance with Generally Accepted Accounting Principles (GAAP). Developing and implementing guidelines and procedures designed to improve the division's efficiency, services and business practices. Supporting Treasury's overall goals, strategic planning, Employee Engagement and Continuous Improvement activities.

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:

Accountant 9

No specific type or amount is required.

Accountant 10

One year 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 9 or Auditor 9.

Accountant P11

Two years of professional experience performing or auditing the systematic classification and evaluation of accounting data and the preparation of related financial and managerial reports, including one year equivalent to an Accountant 10, Auditor 10, or Assistant Auditor General 10.

Alternate Education and Experience

Accountant 9 - 12

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 certification (CPA) may be substituted for one year of Accountant experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of Microsoft Office software. Knowledge of generally accepted accounting theories, principles, methods, practices, and terminology. Knowledge of the application of data processing and terminology as it applies to maintaining financial control and accounting records. Knowledge of techniques commonly used in locating errors in accounting records. Ability to collect and organize accounting data, interpret its significance, and prepare accurate financial reports. Ability to solve difficult and complex accounting and related financial problems.

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.

None.

I certify that the entries on these pages are accurate and complete.

BRENDA REED

5/12/2022

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