

Position Code
1. ACCTTCHED28R

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

This position description serves as the official classification document of record for this position. Please complete this form 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
	Department of Environment, Great Lakes, and Energy
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description	10. Division
Accounting Technician-E 7-9	Water Resources Division
5. Working Title (What the agency calls the position)	11. Section
Accounting Technician	Administration Section
6. Name and Position Code Description of Direct Supervisor	12. Unit
Brian Hurtekant, Financial Manager 14	Finance Unit
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Lois Marinangeli, State Administrative Manager 15	525 W. Allegan Street, Lansing, MI 48933/8:00 a.m.- 5:00 p.m., Monday-Friday

14. General Summary of Function/Purpose of Position
<p>This position serves as an Accounting Technician for the Water Resources Division's (WRD) Administration Section handling a variety of tasks. This position enters transaction information and/or certifies information in the Statewide Integrated Governmental Management Applications (SIGMA), the state's accounting system; creates Payment Request-Commodity Bases (PRC) and Electronic Payment Request (EPRC) documents to pay select vendors; certifies payroll; and assists with timesheet and travel reimbursement modifications. Reviews and processes revenue refunds, invoice adjustments, and records receipts of goods and services in SIGMA. This position serves as the WRD's Training Coordinator and Safety Coordinator. Prepares internal exchange transactions (IET) to other Department of Environment, Great Lakes, and Energy (EGLE) divisions and state agencies. Adjusts, corrects, and writes-off invoices according to department policies and procedures. This position performs other related work as assigned and develops desk procedures to implement policies and procedures designed to improve controls, methodologies, and other changes for the Finance Unit.</p>

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 of Duty 1 % of Time 30

Enter transaction information and/or certify information in SIGMA.

Individual tasks related to the duty.

- Create and/or review PRC and EPRC documents to pay select vendors.
- Receive shipping statement and/or confirmation from authorized staff that goods and services were received and approved.
- Enter the receipt of goods or services into SIGMA so the invoices/accounts payable can be processed.
- Certify timesheets for staff payroll and assist with payroll related adjustments as approved by section management.
- Review procurement documents to ensure eligible equipment items are properly coded as inventory and reconciled in SIGMA annually.

Duty 2

General Summary of Duty 2 % of Time 20

Review and process revenue refunds.

Individual tasks related to the duty.

- Preaudit refund requests to evaluate record completeness and ensure proper controls according to department policies and procedures.
- Research accounting records to verify revenue was received before recommending refund for approval.
- Send approved refund requests to the Accounting Services Center for disbursement after supervisor approval.
- Reconcile refunds requested with funds disbursed in SIGMA.
- Update the Mi Enviro Portal database to show the refund was processed.
- Track all revenue refunds in a spreadsheet and analyze information for legislative reporting.

Duty 3

General Summary of Duty 3 % of Time 20

Serve as the WRD's Training Coordinator and Safety Coordinator.

Individual tasks related to the duty.

- Review staff's training requests for accuracy and to verify all levels of approval have been received and are in compliance with the division's training guidelines.
- Register staff for approved training.
- Record approved training requests in the division training database.
- Record approved out of state travel (OST) requests in OST spreadsheet for annual reporting.
- Prepare reports related to training and OST for senior management review.
- Review training related expenses and disburse funds according to appropriate accounting procedures.
- Provide guidance to management and staff regarding safety within the division.
- Review accident claims submitted by staff and provide feedback to EGLE's Safety Coordinator as needed.
- Assure safety supplies are readily available for staff and replenish as needed.
- Prepare IET to other EGLE divisions and state agencies.

Duty 4

General Summary of Duty 4

% of Time 15

Adjust, correct, and write-off invoices according to department policies and procedures.

Individual tasks related to the duty.

- Review, analyze, and make adjustments to invoices in the Michigan Cash Receipts System (MiCaRS) according to department policies and procedures.
- Verify invoice amount in MiCaRS, document the reason for modification, and revise the amount of the invoice once all approvals are obtained. Reasons for modifications include invoice issued in error, interest was charged incorrectly, company no longer in business, etc.

Duty 5

General Summary of Duty 5

% of Time 10

Other related work as assigned.

Individual tasks related to the duty.

- Verify account coding for WRD vehicle logs and central Fleet Commander vehicle usage.
- Order WRD supplies, business cards, and name plates, ensuring account coding is accurate and following appropriate accounting procedures.
- Provide support activities to the WRD as needed.
- Fill in as back-up support to other section staff due to leave time or vacancies.
- Work on year-end closing deadlines.
- Provide miscellaneous reporting as needed.
- Serve as a liaison between the Administration Section and WRD programmatic staff during the finalization of pass-through grant applications.
- Utilizing SIGMA and Business Intelligence, develop queries to obtain detailed financial information to monitor open grants, determine if proper match is being met, develop grant projections, and determine when grant funds will be fully utilized.
- Miscellaneous duties as needed.

Duty 6

General Summary of Duty 6

% of Time 5

Develop desk procedures to implement policies and procedures designed to improve controls, methodologies, and other changes for the Finance Unit.

Individual tasks related to the duty.

- Review tasks performed by Finance Unit staff and document steps in desk procedures.
- Update desk procedures and implement changes as approved by management.

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

Interpretation and implementation of processes, policies, directives, guidance documents, and statutes. The decisions impact staff, budget, and timeliness of meeting statutory requirements.

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

When major conflicts in priorities occur or when attempts at negotiating problem resolutions fail. Unique circumstances for which there is no prior precedent or guidelines.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Duties are primarily carried out in an office setting. The majority of time is spent working on a computer. Some standing, kneeling, lifting, and bending. About 80% computer usage, 15% general paperwork, and 5% attending meetings.

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. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

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__ Provide formal written counseling.

N__ Approve leave requests.

N__ Approve time and attendance.

N__ Orally reprimand.

N__ Assign work.

N__ Approve work.

N__ Review work.

N__ Provide guidance on work methods.

N__ Train employees in the work.

21. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?

Yes.

22. What are the essential functions of this position?

This position handles a variety of administrative tasks within the WRD:

- Review and/or create PRC and EPRC documents in SIGMA to pay select vendors.
- Certify payroll and assist with timesheet and travel reimbursement modifications.
- Review purchases for accuracy of coding, track WRD equipment inventory, and reconcile annually.
- Review and process revenue refunds, invoice adjustments, and record receipts of goods and services in SIGMA.
- Serve as the WRD's Training Coordinator and Safety Coordinator.
- Adjust, correct, and write-off invoices according to department policies and procedures.
- Review, analyze, and make adjustments to invoices in MiCaRS.
- Verify account coding for WRD vehicle logs and central Fleet Commander vehicle usage.
- Order WRD supplies, business cards, and name plates.
- Serve as a liaison between the Administration Section and WRD programmatic staff during the finalization of pass-through grant applications.
- Develop desk procedures for the Finance Unit.

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

No change.

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

The WRD is responsible for the regulation and prevention of abuse to Michigan's land and water resources through implementation of multiple statutory responsibilities within the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. This position provides support for refunding overpayments of fees, invoices adjustments, training and safety coordinator, and entering/certifying accounting related information in SIGMA and other administrative functions within the WRD.

25. 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; governmental accounting practices; automated accounting systems; and office equipment, materials, and supplies. Ability to plan, organize, and handle office procedures in maintaining an even flow of work; collect and organize accounting data; make arithmetic computations; assemble and compile pertinent data and prepare financial and statistical reports; and communicate effectively. Skilled in Microsoft Excel or a similar software spreadsheet program is desirable. Skilled in Microsoft Word or similar software word processing program and utilizing large database software programs are desirable.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.