

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Treasury
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Financial and Accounting Services
4. Civil Service Classification of Position Accountant 12	10. Division Accounting Services
5. Working Title of Position (What the agency titles the position) Accountant	11. Section Accounting and Support Services
6. Name and Classification of Direct Supervisor Tracie L. Richards, State Administrative Manager 15	12. Unit Accounting
7. Name and Classification of Next Higher-Level Supervisor Stacey Bliesener, State Office Administrator 17	13. Work Location (City and Address)/Hours of Work Operations Center, Dimondale, Michigan, Monday – Friday 8:00 a.m. – 5:00 p.m.

14. General Summary of Function/Purpose of Position

This composite position description describes various duties that may be performed by an Accountant 12. This position serves as a senior staff accountant regarding statewide accounting systems, reports and the year-end book closing process. Solves complex accounting problems, using knowledge of Generally Accepted Accounting Principles (GAAP), theories and their practical application.

For Civil Service Use Only

15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, 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

Analyze the most complex accounting issues in relation to SIGMA financial data and determine appropriate resolutions. Develop and modify financial profiles in SIGMA. Ensure that the department's accounting transactions are properly recorded and reflect an accurate financial status.

Individual tasks related to the duty.

- Using knowledge of the State's accounting system (SIGMA), determine the cause of the problem.
- Using knowledge of GAAP, prepare correcting entry and implement changes to procedures, when necessary.
- Routinely review financial data and analyze for accuracy.
- Develop detailed spreadsheets to analyze and/or summarize impact on the department's accounting transactions.
- Develop new accounting profiles in SIGMA to properly reflect the legislative intent of new legislation, based on analysis.

Duty 2

General Summary of Duty 2 **% of Time** 10

Responsible for representing the department at user meetings regarding various financial systems. Provide input into procedures and processes and make recommendations for the resolution of problems in relation to our department and the system, in general. Responsible for meeting with department staff and staff of other agencies to resolve problem areas in relation to financial information in SIGMA.

Individual tasks related to the duty.

- Research financial system in question.
- Represent and effectively communicate the division and/or department goals for the financial systems at meetings.
- Ensure that assigned program staff understand the financial information in SIGMA, relative to their program areas. This will be done through meetings, e-mail, memorandums, policy and procedures, and/or phone conversations.
- Provide guidance on SIGMA, as requested by program staff.

Duty 3**General Summary of Duty 3****% of Time 25**

Responsible for the research of problem accounting transactions. This duty requires writing specialized queries in MIDB, Business Objects, MIRS, Monarch and Business Intelligence to access the information necessary to prepare adjusting entries and explain variances.

Responsible for developing and maintaining databases to assist in the monitoring of accounting related transactions and activities. Work with other members of the office to acquire an understanding of what the database must produce and translate that understanding into a properly functioning database.

Individual tasks related to the duty.

- Determine cause of problem using available sources and tools including: MIDB, Business Objects, MIRS, Monarch and Business Intelligence.
- Maintain communication including meeting with program areas to work with them to correct errors and to implement procedures to properly post transactions.
- Prepare correcting entries.
- Determine sources of data and a process to import that data into the database tables.
- Create database forms to maintain the data.
- Create database reports to support the office's needs.
- Create database queries to accomplish the above.
- Document the use and maintenance of the database.
- Instruct other staff in proper use and maintenance of the database.

Duty 4**General Summary of Duty 4****% of Time 30**

On a daily basis, provide guidance and assistance in accounting and SIGMA matters to the management. Because of the highly complex nature of SIGMA, this function requires in-depth knowledge of accounting and accounting principles and how specific accounting transactions affect the financial tables, the general ledger, and certain reports

Individual tasks related to the duty.

- Analyze new or revised legislation to determine impact on department and how these changes should be reflected in SIGMA.
- Routinely review assigned accounts to ensure compliance with accounting policies and procedures.
- Prepare and analyze financial statements to determine financial status and assure accuracy.
- Prepare correcting entries, when necessary.

Duty 5

General Summary of Duty 5

% of Time 5

Performs other work related to classification, as assigned.

Individual tasks related to the duty.

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Duty 6

General Summary of Duty 6

% of Time _____

Individual tasks related to the duty.

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16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Due to the independent nature of this position and the continually changing demands, must work independently and structure own time.

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

In resolving periodic problems or answering policy questions. Supervision consists of general guidance and summary review. Employee is usually given general directives and allowed discretion in determining best method of accomplishing objectives.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

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

19. List the names and classification titles of classified employees whom you immediately supervise or oversee 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. My responsibility 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.

21. *I certify that the above answers are my own and are accurate and complete.*

Signature

Date

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

TO BE COMPLETED BY DIRECT SUPERVISOR

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

23. What are the essential duties of this position?

Research problem accounting transactions, research and implement revised and new accounting processes, prepare financial reports, and act as a liaison with Treasury Divisions regarding compliance with laws and regulations, accounting standards, and departmental policies and procedures relating to accounting.

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?

This work area is responsible to manage the 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 the Department of Treasury. This section serves as the Department liaison with the Office of Financial Management, the Michigan Statewide Integrated Governmental Management Applications system (SIGMA), and the Department of Technology, Management and Budget.

This position serves as a staff accountant regarding statewide accounting systems, reports, and the year-end book closing process. Solves complex accounting problems using knowledge of Generally Accepted Accounting Principles (GAAP), theories, and their practical application.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Bachelor's degree with not less than 24 semester or 36 term credits in accounting.

EXPERIENCE:

Three years of professional experience in carrying out 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 P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of governmental accounting, spreadsheets, database and word processing applications is desirable. Must be able to follow complex oral and written directions, and have good interpersonal skills. Working as a key technical resource in the Office and provide technical services to other divisions. Must be able to organize, analyze and interpret information from multiple sources.

CERTIFICATES, LICENSES, REGISTRATIONS:

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

27. 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

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

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

Appointing Authority's Signature

Date