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|  |  | |  |  | | --- | --- | | |  | | --- | | 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** | |  | Technology, Management, and Budget | | **3. Employee Identification Number** | **9. Bureau (Institution, Board, or Commission)** | |  | Financial Services | | **4. Civil Service Position Code Description** | **10. Division** | | Accountant-E (9-11) | Fiscal Management Division | | **5. Working Title (What the agency calls the position)** | **11. Section** | | Accountant | Pension & Employee Benefit Trust Fund | | **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** | | Webb, Paula; State Administrative Manager |  | | **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** | | Foerster, Michael; State Division Administrator | 320 S Walnut Street; Lansing, MI 48933  8:00 a.m. to 5:00 p.m. | | |  | | |  |
|  | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |  | |  | | --- | | **14. General Summary of Function/Purpose of Position** | |  |  | |  |  |  |  | | |  | | --- | | This position serves as an accountant within the Pension & Employee Benefit Trust Fund (Retirement) Section which will perform various accountant assignments while working with other members of the retirement accounting team. The position is responsible for the completion of accounting, financial and technical tasks including, but not limited to, the following: prepare and enter journal entries into the State of Michigan’s accounting system (SIGMA); analyze, reconcile and monitor the data of assigned retirement system; prepare assigned Annual Comprehensive Financial Report (ACFR) and other related managerial and financial reports; utilize and/or develop data analysis tools to support staff and unit manager; serves as a back-up to other staff accountants and perform tasks during the year-end close/audit. | | | |  | |  |  |  |  | | | |  |

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|  |  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **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:**  Perform various professional accounting and technical assignments. | **Percentage:** | 60 | | **Individual tasks related to the duty:** |  |  | | * Prepare and record accounting journal entries for assigned retirement system(s) along with supporting documentation into the State of Michigan’s accounting system (SIGMA). * Utilize existing tools or develop new tools to support, reconcile and analyze financial data. * Prepare monthly financial statements and analytical reviews for management. * Troubleshoot and/or research data and provide recommendations to manager. * Maintain journal entry checklist. * Ensure updated/current procedures exist for all tasks. * Backup for other staff accountants in unit. | | | | **Duty 2** | | | | **General Summary:** | **Percentage:** | 30 | | Perform assigned tasks during the fiscal year-end close/audit. | | | | **Individual tasks related to the duty:** |  |  | | * Prepare assigned Annual Comprehensive Financial Report (ACFR) and other related managerial and financial reports. * Respond to auditor requests. * Prepare and record various fiscal year-end entries in SIGMA. * Review and update audit process documents and prepare new documents as necessary. * Complete assigned tasks in internal closing calendar. * Participate in weekly internal audit meetings and audit discussions. | | | | **Duty 3** | | | | **General Summary:** | **Percentage:** | **10** | | Other duties/projects as required by management. | | | | **Individual tasks related to the duty:** |  |  | | * Train new employees * Technical resource * Research inquiries from internal and external customers * New projects * Other work as assigned | | | | | | | | | | |  |
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|  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.** | | |  |  | | |  | | --- | | * Identify most efficient way to perform multiple tasks. * Resolving day-to-day accounting problems and discrepancies. * Work directly with internal and external partners on daily and financial audit tasks. | | |  |  |  | | --- | --- | |  |  | |  | |  | | --- | | **17. Describe the types of decisions that require the supervisor's review.** | | |  |  | | |  | | --- | | * Policies or procedures that have a significant section, office or statewide impact. * Seek supervisor guidance when schedules/timelines are greatly impacted for major projects and audit related work. * Changes in accounting policies and interpretation of statutes. * Establishing new procedures or policies. * Politically sensitive issues. | | | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | |  | |  | | --- | | **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.** | | |  |  | | |  | | --- | | * Standard office environment setting, high use of work designated computer. * Partial remote work schedule opportunities currently exist allowing for a hybrid of working in the office 2 days and remotely 3 days each week. * Meeting urgent deadlines and resolution of issues or problems may result in stressful situations. | | | | | | | | | |  |
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|  |  |  |  |  | |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | **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.** | | | | |  |  |  | | |  | | --- | |  | | |  | |  |  |  | |  | |  | | --- | |  | |  | |  |  |  | | | | | |  |
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|  | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **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 | |  | |  | | --- | | Assign work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Provide formal written counseling. | |  | |  | | --- | | N | |  | |  | | --- | | Approve work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  | | --- | | Y | |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Approve leave requests. | |  |  | |  | | --- | | Review work. | |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Approve time and attendance. | |  | |  | | --- | | Y | |  | |  | | --- | | Provide guidance on work methods. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Orally reprimand. | |  | |  | | --- | | Y | |  | |  | | --- | | Train employees in the work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **23. What are the essential functions of this position?** | | | |  |  | |  | |  | | --- | | Completion of accounting, financial and technical tasks. Prepare and enter journal entries into the State of Michigan’s accounting system (SIGMA); analyze, reconcile and monitor the data of assigned retirement system; prepare assigned Annual Comprehensive Financial Report (ACFR) and other related managerial and financial reports; utilize and/or develop data analysis tools to support staff and unit manager; serves as a back-up to other staff accountants and perform tasks during the year-end close/audit. | | | | | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.** | | | |  |  | |  |  | | | | | | | |  |
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|  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **25. What is the function of the work area and how does this position fit into that function?** | | | |  |  | |  | |  | | --- | | The Pension & Employee Benefit Trust Fund section within Financial Services provides accounting and financial reporting services for the Office of Retirement Services’ five defined benefit pension funds and it’s defined contribution and deferred compensation funds. This position completes the accounting, financial statement, reconciliations/analysis and ACFR for one or more of the five defined benefit pension funds. | | | | | | | | | |  |
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|  |  | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  | | --- | | **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 - 11**  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 SIGMA Financial, SIGMA BI, SIGMA HRM is preferred.  Knowledge of Access or other database applications is preferred.  Knowledge of Retirement program (Clarety) functionality is preferred. | | | | | | |  |  |  |  |  | | |  | | --- | | **CERTIFICATES, LICENSES, EGISTRATIONS:** | | | | |  | |  |  |  |  |  | | |  | | --- | | None. | | | | | | |  |  |  |  |  | |  | |  | | --- | | ***NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*** | | | | | | | | | | | | |  |
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|  |  | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | |  | | --- | | ***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** | |  | |  |  |  |  |  | | | | | | | | |  |
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|  |  |  |  |  |  |  |  | |  | | --- | | **TO BE FILLED OUT BY APPOINTING AUTHORITY** | |  |  |
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|  |  |  |  |  |  |  | |  |  |  | | --- | --- | --- | |  |  |  | |  | |  | | --- | | **Indicate any exceptions or additions to the statements of employee or supervisors.** | |  | |  |  |  | |  | |  | | --- | |  | |  | |  |  |  | | | |  |
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