

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

Position Code

1. ACCOUNTEC07N

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 LICENSING AND REGULATORY AFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Finance & Administrative Services
4. Civil Service Position Code Description Accountant-E	10. Division Financial Services
5. Working Title (What the agency calls the position) Accountant	11. Section Accounting Services
6. Name and Position Code Description of Direct Supervisor TEEL, JUSTIN; STATE ADMINISTRATIVE MANAGER-1 15	12. Unit
7. Name and Position Code Description of Second Level Supervisor O'BERRY, KIMBERLY; STATE DIVISION ADMINISTRATOR 17	13. Work Location (City and Address)/Hours of Work 611 W Ottawa; 4th Floor Ottawa Bldg; Lansing / Monday/Friday 8 - 4:30 Monday-Friday

14. General Summary of Function/Purpose of Position

This accountant is responsible for verifying PCI-Payment Card Industry Compliance requirements for LARA for all 24 applications. There are strict security standards regulated by a national oversight agency to ensure that all credit card data for licensees doing business with LARA will not be subject to fraud or compromise. The position coordinates efforts with Treasury to establish new applications, recommend options, develop accounting profiles, determine associated costs processing fees, monitor file transfer testing, approving online payment software access in addition to monitoring individual's security access on an annual basis. Other duties include participation in Sigma related functions. This position is responsible for preparing and mailing invoices for the Publix Utility Assessment and monitoring incoming revenue. This position is responsible for billing other state departments for expenditures incurred based on memorandums of understanding.

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

Responsible for the processing of LARA's online payment receipts for the Department's 26 applications. The position is responsible for all communication with Treasury, DTMB, Financial Management and program managers from initial development, testing, implementation and annual monitoring to ensure that LARA is in compliance with national payment card standards.

Individual tasks related to the duty:

- Communicate with Treasury, DTMB and program liaisons during all phases of testing and project implementation
- Represent the department in meetings regarding the on-line receipting portion of new and revised legacy systems.
- Coordinate Annual PCI Security Training for LARA employees who have access to CEPAS.
- Determine credit card and CEPAS fees for each application.
- Develop procedures and guidelines to address all areas of credit card processing from implementation to annual monitoring.
- Process CEPAS Access requests for new credit card software users.
- Process Pre-Enrollment forms for new program applications.
- Establish SIGMA Coding Profiles (SKU and Receipt Coding).
- Assist Manager in Annual PCI security assessments including the DTMB 170.
- Coordinate meetings with Treasury, DTMB and program staff for new projects, testing, implementation and annual compliance.
- Track open requirements in the annual security assessments to ensure that all parties have addressed compliance issues.
- Coordinate Annual CEPAS Security to assure that users have appropriate security access
- Review Business Intelligence reports during testing of new or modified SKU Interfaces to ensure that receipts are properly recorded in SIGMA.
- Recommend the most viable electronic processing method based on industry regulation and individual program needs.
- Reconcile daily SKU transfers with Business Intelligence reports during the initial interface testing process.

Duty 2

General Summary:

Percentage: 20

Preparation of Funds Administration Monthly, Quarterly and Miscellaneous Trust Funds in addition to UCRF (Utility Consumer Rep Fund) Financial Statements.

Individual tasks related to the duty:

- Communicate with Budget Liaisons and meet with program staff to discuss policy and reporting changes regarding financial statements.
- Perform fluctuation analysis, research and analyze difference between years to explain all discrepancies to the Funds Administration Board of Trustees for use in making management decisions regarding program administration.
- Run Monthly and Quarterly DAFR reports by funding source for use in preparation of financial statements.
- Record Expenditures in the proper categories as mandated by legislation and program policy for use by management.
- Reconcile Monthly and Quarterly Reports.

Duty 3

General Summary:

Percentage: 15

Responsible for the accuracy of LARA's payroll expenditures

Individual tasks related to the duty:

- Research and analyze annual coding changes to establish LARA's standard coding distribution accurately and timely.
- Request annual coding updates prior to new FY and record changes requested by LARA Budget liaisons.
- Communicate with Budget liaisons regarding year-end deadlines and procedures for implementing payroll changes.
- Clear payroll errors timely.
- Process Labor Distribution Adjustments.
- Process Travel Adjustments through DCDS.
- Run Webi reports weekly to identify payroll coding issues.

Duty 4

General Summary:

Percentage: 10

Tracking and Processing LARA's Interagency Payments to ensure that expenditures are recorded accurately for use in expenditure projections.

Individual tasks related to the duty:

- Research and analyze MOUs, Interagency agreements and Office Services logs to account for rental expenditures.
- Monitor and Process IA Rent Payments, work with Office Services to track changes, deletions and additions.
- Process LARA's Quarterly Attorney General payments for several LARA Programs.
- Process the Civil Service 1% Payment and research proper coding for each fund.
- Process Flexible spending and other miscellaneous billings between State agencies.

Duty 5**General Summary:****Percentage: 15**

Miscellaneous duties and special projects as assigned.

Individual tasks related to the duty:

- Research and analyze project requirements in order to maintain accounting templates relating to the implementation of Sigma.
- Assist Division staff in updating various spreadsheets relating to Administrative allocations.
- Enter payments for S.E.T, Public Utility and LCSA assessments.
- Record year-end closing entries timely and accurately according to OFM and internal closing deadlines in compliance with generally accepted accounting principles.
- Enter profile revisions relating to new year changes including the annual updating of project profiles

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

This position makes daily decisions relating to proper classification of transactions, including revenue deposits and payroll changes. The position makes monthly and quarterly decisions on classification of expenditures for financial statement purposes. The entire departments is affected by the proper classification of expenditures since it is imperative that book closing properly reflects the financial position of the Department.

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

All method and procedural changes require the supervisor's review. This position develops these changes and makes recommendations for management approval.

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.

Normal office environment with periodic deadlines in relation to monthly and appropriation book closing.

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):**

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|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

n-a

23. What are the essential functions of this position?

The essential duties of this position are described in Duties #1, #2, #3, #4, #5 in item #15.

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

Establishment.

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

The section is structured to serve as the Revenue and non-Federal Funds Accounting Section of the Bureau and is responsible for the accounting of all non-federal funds in the department. This position provides accounting support for those funds.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Good personal skills and professional integrity, good organization skills, and ability to communicate effectively with all levels of personnel and outside agencies. High degree of initiative and willingness to assume greater levels of responsibility.

**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.

none

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

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
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