State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. ACCTMGR4A17N

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)** Bureau of Investments (BOI) / Trust Accounting and Operations Bureau
4. Civil Service Position Code Description ACCOUNTANT MANAGER-4	**10. Division** Operations
5. Working Title (What the agency calls the position) Accountant Manager	**11. Section**
6. Name and Position Code Description of Direct Supervisor RICHARDS, ANGELA L; STATE DIVISION ADMINISTRATOR	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor STOUT, KAREN M; STATE BUREAU ADMINISTRATOR	**13. Work Location (City and Address)/Hours of Work** 2501 Coolidge Road, 4th Floor, East Lansing, MI 48823 / 7:00am - 4:00pm

14. General Summary of Function/Purpose of Position

This position serves as the second-line professional manager overseeing professionals in a complex work area for the Operations Section within the Trust Accounting & Operations Bureau, Operations Division at the Bureau of Investments (BOI). This position is responsible for planning, directing, and managing the daily operations of the section to ensure the accurate, timely, and compliant settlement, accounting, cash management, and operational support of the multi-billion-dollar investment portfolios for State of Michigan's Retirement System Fund, the State Treasurer's Common Cash Fund, and various agency and trust funds. The position provides leadership to Operations section staff; oversees complex investment accounting operations and enterprise investment systems; ensures the integrity of financial data, internal controls, and regulatory compliance; and leads continuous improvement of business processes, system interfaces, and operational efficiencies. The position collaborates with internal and external stakeholders to support strategic initiatives, manage operational risk, and ensure compliance with applicable laws, regulations, policies, and accounting standards while supporting the Bureau's operational and strategic objectives.

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:** **30**

Directs and coordinates the daily cash control, reconciliation, and analysis function for the State's multi-million-dollar investment operations, ensuring the accuracy, integrity, and timely movement of investment cash.

Individual tasks related to the duty:

- Oversees and coordinates the daily reconciliation of the custodial bank's cash wires, concentration bank's Zero Balance Account (ZBA) sweep transactions, and the investment accounting system interfaces to ensure the accurate movement and recording of investment cash.
- Reviews and reconciles custodial bank's cash activity with daily cash movement reports to verify completeness and accuracy of investment cash transactions.
- Analyzes and verifies the daily cash transactions not included in the daily cash wire, investigates discrepancies, and coordinates timely resolution with internal and external partners.
- Identifies cash control exceptions, directs appropriate corrective action, and ensures timely resolution to maintain the integrity of investment cash balances.

Duty 2

General Summary: **Percentage:** **20**

Directs and coordinates the investment settlement function for State's multi-billion-dollar investment portfolio, ensuring timely, accurate, and compliant processing, settlement, custody, and reconciliation of investment transactions.

Individual tasks related to the duty:

- Monitors and manages the timely processing and recording of security purchase, sale and maturity transactions.
- Monitors brokers and external money managers for compliance with investment settlement procedures.
- Analyzes, evaluates, determines and coordinates the appropriate remedial action to resolve complex settlement issues.
- Reviews the custodia1 function for all securities held physically and/or by custodial banks.
- Analyzes, evaluates and reconciles reports from the custodial bank with accounting records.
- Develops, implements, and maintains policies, procedures, and internal controls to support investment settlement operations.

Duty 3

General Summary: **Percentage:** **20**

Directs and coordinates investment accounting transaction processing activities, ensuring the accurate, timely, and compliant processing of investment accounting transactions.

Individual tasks related to the duty:

- Directs and coordinates the preparation and processing of limited partnership accounting transactions, including cash distributions, disbursements, management and miscellaneous fees disbursements, spin-offs and stock distributions.
- Direct and coordinates the research, analysis, and processing of security litigation proceeds to ensure accurate accounting and timely recording.
- Directs and coordinates the processing of corporate action transactions, including tender offers, mergers, stock splits, spin-offs, name changes, CUSIP changes, and other capital changes, ensuring proper authorizations and timely completion.
- Coordinates investment accounting workflows, establishes processing priorities, and assigns work to ensure transactions are completed accurately and within required timeframes.
- Reviews completed transactions to ensure accuracy, completeness, and compliance with established authorization requirements and internal controls.

Duty 4

General Summary: **Percentage:** **20**

Directs and coordinates the processing of investment accounting transactions through detailed accounting system and interfaces, ensuring the accurate, timely, and controlled recording of investment activity.

Individual tasks related to the duty:

- Monitors the reconciliation of all source documentation with ZBA controls.
- Utilizes and oversees investment accounting, payment, and financial systems to support operational workflows, reporting, and process improvements.
- Reviews the electronic and manual posting of all investment transactions, including purchases, sales, maturities, income collections, and accounting adjustments into the investment accounting system.
- Oversees system interfaces supporting ZBA control and reconciliation processes to ensure investment cash transactions are processed accurately and timely.
- Coordinates and monitors nightly system processing and month-end investment pricing activities for internal and external portfolios to ensure the timely and accurate valuation of investment holdings.
- Directs the processing and interfaces of investment accounting transactions to the States general ledger accounting system, ensuring the completeness and accuracy of financial reporting.
- Coordinates the resolution of system processing exceptions and interface issues with staff to ensure uninterrupted workflow.

Duty 5

General Summary: **Percentage:** 10

Directs and coordinates staff work activities, personnel functions, reporting responsibilities, and special projects to ensure effective operation of investment accounting section.

Individual tasks related to the duty:

- Plans and coordinates personnel activities, including section performance evaluations, promotions, training, employee development, and other personnel actions in accordance with department policies.
- Coordinates the preparation and reviews special accounting, investment, and portfolio management reports to ensure accuracy, completeness, and timely submission.
- Researches, evaluates, and implements accounting procedures and operational practices necessary to support new investment strategies and business requirements.
- Directs and coordinates the processing, accounting, and reporting of multi-million-dollar State loans to various municipalities, ensuring accurate accounting and compliance with established requirements.
- Reviews and coordinates the preparation and distribution of various reports pertinent to the Bureau's investment functions.
- Reviews completed work assignments to assure accuracy, completeness, compliance with internal controls, and appropriate authorizations.
- Serves as the backup Bloomberg Transaction Manager to ensure continuity of critical investment processing activities.
- Performs 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.

Application of General Accepted Accounting Principles, banking rules and regulations, and investment industry standards to the investment accounting and reporting processes, as appropriate.

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

Implementation of new procedures. Resolution of issues that are monetarily significant or sensitive in nature.

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.

Sitting at a desk with significant telephone and computer usage, reading and occasionally standing and walking in an office environment. Occasional travel is required.

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.

NAME	CLASS TITLE	NAME	CLASS TITLE
MORRIS, SARA M	ACCOUNTANT-A 12	QUIRANTE, MA BLANCHE B	ACCOUNTANT MANAGER-3 14

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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

Yes, no exceptions.

23. What are the essential functions of this position?

To oversee, direct and monitor the Operations Section of the Operations Division, which is responsible for the multi-billion-dollar settlement activities of all securities purchased, sold, or matured for the State of Michigan Retirement System Fund, the State Treasurer's Common Cash Fund, and various agency and trust funds. This position also directs and monitors the multi-million-dollar daily cash control functions associated with trading and income cash funds; it oversees accounting transaction preparation functions associated with the limited partnership investment activities and corporate capital change activities; and is responsible for the accounting systems input functions for various accounting systems.

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

AA requesting to update the PD on file, there is no PD in Paris. Since the position was last reviewed structural changes have occurred, Bureau and Division names and references were updated throughout to accurately reflect the current structure in place. System names were updated throughout to accurately reflect the systems that are currently in place. Updated wording within duties and tasks for accuracy and clarity. The essential duties and functions of the position remain unchanged.

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

The Operations Division provides investment trust services to the investment divisions in the Bureau of Investments and to other State agencies and departments. The manager of the Operations Section is responsible for the daily direction of the cash flow process, preparation of accounting transactions, processing of all investment transactions, and posting general ledger transactions to the State's general ledger accounting system.

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 Manager 15

Four years 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 or an Auditor, including two years equivalent to an Accountant P11 or Auditor P11, or one year equivalent to an Accountant 12 or Auditor 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong organizational skills.
- Excellent communication skills.
- Ability to make decisions, diplomacy, and flexibility.
- Ability to implement and direct change.
- Ability to work under pressure in an adversarial role.
- Ability to interpret regulatory laws pertaining to public, private, or individual financial responsibility.
- Ability to communicate effectively with others.
- Knowledge of departmental procedures, policies, and goals.
- Ability to communicate goals and objectives, verbally and in writing.
- Ability to interpret complex laws, rules and regulations.
- Knowledge and ability to evaluate staff performance and conduct performance evaluations.
- Thorough knowledge of personal computer use and computer software skills in programs such as Microsoft Office: Outlook, Excel, Word, and PowerPoint.
- Knowledge of generally accepted professional accounting and auditing principles and practices (GAAP).
- Thorough knowledge and understanding of investment terminology and practices; investment methodologies, and the ability to independently apply this knowledge to complex investment strategies.
- Demonstrates personal integrity, responsibility, and accountability.

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.

N/A

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

CARLA JENKS	10/1/2026
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**