

## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> Technology, Management, and Budget
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Financial Services
<b>4. Civil Service Position Code Description</b> Accountant-E (9-11)	<b>10. Division</b> Fiscal Management Division
<b>5. Working Title (What the agency calls the position)</b> Accountant	<b>11. Section</b> Pension & Employee Benefits Trust Fund
<b>6. Name and Position Code Description of Direct Supervisor</b> Legal, Richard; Accountant Manager	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> Webb, Paula; State Administrative Manager	<b>13. Work Location (City and Address)/Hours of Work</b> 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 functions as the resource responsible for developing and maintaining the administrative budget for the Office of Retirement Services (ORS). This position prepares, analyzes, verifies, reconciles, and reviews financial and budget reports, budget authorization reports, develops customized workbooks, queries and data analysis tools in producing the monthly and annual administrative budget for ORS and Financial Services management. This position is responsible for preparing, filing and reporting tax withholding forms and initiating tax withholding payments to the federal and state taxing authorities for all of the Defined Benefit Pension Plans. This position also prepares and records journal entries, corrections, and refund entries in SIGMA Financial and assists other staff accountants.

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: 70**

Develop initial, monthly, quarterly, and annual Administrative Budget reports for ORS and FS (Financial Services) management. Support ORS management and staff with the coordination and recording of budget activities, transactions and other reports. Query and analyze data to prepare and record journal entries, corrections, and refund entries in SIGMA. Provide internal and external customers with accounting data.

**Individual tasks related to the duty:**

- Prepare and present to ORS and FS management monthly, quarterly, and yearly admin budget reports.
- Develop and maintain supporting worksheets and documentation.
- Create, review and post SIGMA journal entries for management approval.
- Reconcile encumbrance reports and perform yearend encumbrance roll procedures.
- Update and reconcile ORS Work Project transactions and reports.
- Create data analysis tools to verify and validate transactions and reports and review with the manager.
- Run SIGMA BI queries and download reports to spreadsheets and databases to monitor budget expenditures and revenue detail transactions.
- Analyze ORS payroll activity for appropriateness and periods covered for reporting.
- Troubleshoot and research data and provide recommendations for accounting problems.
- Consult and assist ORS to better understand financial data.
- Attend ORS Budget and IT Work Project meetings.
- Prepare special reports for the manager and/or customers upon request.

**Duty 2**

**General Summary:**

**Percentage: 20**

Prepare federal and state tax withholding forms for filings with taxing authorities. Initiate payments to federal and state taxing authorities for tax withholdings on retiree payroll and lump-sum disbursements. Review, calculate, reconcile, and maintain 1099R tax reporting data for filing annual transmittals for the defined benefit plans to the IRS.

**Individual tasks related to the duty:**

- Review, reconcile and calculate tax withholding liability for retirement system utilizing queried reports from ORS Clarity system.
- Create, review and record SIGMA journal entries for posting and paying tax withholdings.
- Prepare monthly, quarterly, and annual tax filing reports to IRS and State of Michigan taxing authorities.
- Participate in the annual planning and testing of ORS 1099R reporting.
- Prepare annual 1099R transmittal for filing with the IRS.
- Provide ORS and FS management with tax withholding updates and implement changes where necessary.
- Review policies and procedures for ORS program implications.

**Duty 3**

**General Summary:**

**Percentage: 10**

Assist in the process testing of accounting/financial reporting functionality related to taxes, 1099s and budget and assist in building appropriate tools, as needed.

**Individual tasks related to the duty:**

- Research and resolve errors.
- Advise ORS office staff on enhanced efficiency and effectiveness.
- Develop ad hoc queries to assist with data extraction and analysis.
- Assist with the development and testing of new or enhanced functionality.
- Perform 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.

- Identify most efficient way to perform multiple tasks.
- Resolving day-to-day 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.

**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.

**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.**

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

- |                            |                                    |                            |                                   |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.                      |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work.                     |
| <input type="checkbox"/> N | Approve leave requests.            | <input type="checkbox"/> N | Review work.                      |
| <input type="checkbox"/> N | Approve time and attendance.       | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand.                  | <input type="checkbox"/> N | 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?**

Agree

**23. What are the essential functions of this position?**

This position functions as the responsible resource maintaining the administrative budget for the Office of Retirement Services (ORS). This position prepares, analyzes, verifies, reconciles and reviews financial and budget reports, budget authorization reports, develops customized workbooks, queries, data analysis tools in producing the monthly and annual administrative budget for ORS and Financial Services management. This position is responsible for completing, filing, and reporting tax withholding forms and initiating tax withholding payments to the federal and state taxing authorities for all the Defined Benefit Pension Plans.

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

Updating position description to reflect responsibilities that align with 9-11 level.

**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 its defined contribution and deferred compensation funds. This position completes the budget accounting, financial statement, reconciliations/analysis and tax reporting for all five defined benefit pension 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 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 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.*

***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.

***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