

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

Position Code 1. ACCTASTA

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 DOC-JACKSON CENTRAL REGION
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Accounting Assistant-A	10. Division Jackson Business Office
5. Working Title (What the agency calls the position) Accounting Assistant	11. Section Accounting
6. Name and Position Code Description of Direct Supervisor FINANCIAL MANAGER-1 12	12. Unit Prisoner Acct.
7. Name and Position Code Description of Second Level Supervisor ; STATE ADMINISTRATIVE MANAGER-1 15	13. Work Location (City and Address)/Hours of Work 4000 COOPER ST; JACKSON, MI 49201 / Monday to Friday 8:00 am to 4:30 pm
14. General Summary of Function/Purpose of Position Knowledge of policies and procedures that relate to Business Office function, Prisoner Accounting. Ability to make decisions and take action according to MDOC Policy Directives. Possesses advance level knowledge of TRUST and MAIN operations. Ability to prepare written response to kite and helps in complex grievance responses to prisoners concerning their financial account status. Communicate professionally with vendors and staff and ability to correspond in writing when necessary. These duties are performed for the advance level position.	

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

Prisoners' disbursement authorizations on TRUST. This duty involves data entry, keyboarding, tearing apart disbursements for distributing, processing checks as necessary for mailing to vendors and filing all paperwork. This may at times involve delivering paperwork to facilities within the Jackson Region.

Individual tasks related to the duty:

- Receives disbursement authorizations from all facilities
- Audits disbursements for completeness and proper authorized signatures
- Separates disbursements by facility and sub code
- Calculates total of disbursements and prepares batch report for entry on TRUST
- Enters batch on TRUST and reconciles totals entered
- Verifies batch to TRUST batch report
- Corrects any rejected transactions

Stamps documents per TRUST batch report and distributes copies accordingly

Duty 2

General Summary:

Percentage: 15

Process MAIN financial transactions. This duty involves data entry of warrants processed on Trust, which are mailed to vendors, for goods ordered by prisoner, and filing all paperwork.

Individual tasks related to the duty:

- Receives processed disbursement authorization copies and TRUST batch reports
- Calculates amount to be transferred from Working Fund
- Prepares checks to be sent out for merchandise ordered or notes receiving funding source for transfer
- Prepares MAIN batch, including appropriate Index, PCA object code, transaction codes, and corresponding TRUST batch information, etc.
- Attaches all supporting documentation and forwards to Supervisor for audit
- Following audit, enters batch on MAIN and verifies totals entered

Forwards batch to Accountant for final release

Duty 3

General Summary:

Percentage: 10

Receives processed disbursement authorization copies and TRUST batch reports. Calculates amount to be transferred from Working Fund. Prepares checks to be sent out for merchandise ordered or notes receiving funding source for transfer. Prepares MAIN batch, including appropriate Index, PCA object code, transaction codes, and corresponding TRUST batch information, etc. Attaches all supporting documentation and forwards to Supervisor for audit.

- Following audit, enters batch on MAIN and verifies totals entered

Forwards batch to Accountant for final release

Individual tasks related to the duty:

- Receives Kite from prisoner
- Investigates complaint using any financial resources available
- Attempts to resolve disputes and provide financial explanation
- Prepares written response to prisoner, based on policy, procedure, TRUST history, financial documentation, etc.
- Kites are then returned to the prisoner

Assists the Supervisor in the research of complex Grievance answers.

Duty 4

General Summary:

Percentage: 10

Balancing Trust Daily for a complex working fund that includes the accounts of prisoners housed at multiple Correctional Facilities.

Balances Jpay copies and stamps monthly for prisoners at multiple Correctional Facilities.

Individual tasks related to the duty:

- Prints or toggles from Trust daily all charges and receipts.
- Verifies and balances the Trust Bank Account General Ledger 1101 daily.
- Cross references DER's that are an expenditure credits.
- Balances and processes Trust charges for payments on MAIN Rstars monthly.
- Receives invoice from Jpay to balance monthly copy and stamp charges.
- Verifies any refunds for Jpay copies for accuracy.
- Prepares and processes monthly payment to Jpay for stamps and copies.
- Requires advance level reconciliation skill.

Duty 5

General Summary:

Percentage: 20

Processing Paroles and Discharges, processing restitution NOI's, processes Legal Mail for Prisoners. This duty involves clearing payables, logging payments, handwriting or keying batch header, processing legal mail forms, date stamping legal forms. All forms must be signed and disbursement broken down for distribution within policy deadlines.

Individual tasks related to the duty:

- Clears payables
- Logs payments
- Handwriting or keying batch header
- Processes legal mail forms
- Date stamps legal forms
- Ensures that all forms are signed and disbursements broken down for distribution within policy deadline.
- Other tasks associated with processing Prisoner Accounting transactions for a facility.

Duty 6

General Summary:

Percentage: 10

Processing incoming mail.

Individual tasks related to the duty:

- Opens, sorts, date stamps and distributes all incoming US mail for 4000 Cooper Street.

Duty 7

General Summary:

Percentage: 5

Other duties as assigned by Supervisor.

Individual tasks related to the duty:

Back up for staff during leave time, responsible for reconciling all prisoner accounting functions.

Assists in trains new employees assigned to the Prisoner Accounting Department.

The "GO TO" person for computer related issues research.

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

Decides daily work schedule and arranges assignments according to priorities. Employees communicate with vendors and other department staff concerning prisoners' accounts and financial account status. Staff receives phone calls from prisoners' families, attorneys and vendors and must be able to communicate in an effective and professional manner.

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

Requests for annual and sick leave require supervisor's approval. Helps in the first step grievance research require the supervisor's review. Ordering of any office supplies or equipment require supervisor's approval. Department mandatory training must be approved by supervisor.

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.

Majority of time is spent sitting at a desk, retrieving and entering data on a computer and processing and breaking down documents for distribution. Employees may be responsible for document delivery to other office locations. Filing and retrieving documents from files would require sitting, standing, kneeling or bending depending on where the documents were located. Inmate workers are present in the office area, workloads may be heavy

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):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <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?

Yes

23. What are the essential functions of this position?

The incumbent must be knowledgeable in bookkeeping and have the ability to organize and accurately enter transactions in TRUST and MAIN. The incumbent must be able to respond in writing to prisoners' questions concerning their individual TRUST accounts. The incumbent must also be knowledgeable of policies and procedures relative to Prisoner Accounting. Additionally, the incumbent must have the ability to accurately enter data on computer, have organizational skills, the ability to file all relevant documents in Prisoner Accounting, and process paperwork which may involve extensive keying or hand-writing and breaking down of multi-page documents for distribution.

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

Most of the States Prisoner Accounting work is processed here at the Southern Regional Business Office.

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

To maintain accurate financial transactions which affect Prisoner Accounting functions. This position receives disbursement requests and must process them according to policy guidelines within set time limitations.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Educational level typically acquired through completion of high school.

EXPERIENCE:

Three years of administrative support experience, including two years equivalent to an Accounting Assistant 6, involving posting financial data to ledgers, preparing invoices, billings and/or vouchers, reviewing and coding financial information, and maintaining account balances.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of office material and supply requirements. Ability to select and compile data for statements, expenditures, revenues, accounts, and reports; to reconcile and/or balance financial transactions and accounts; to interpret and apply the instructions and guidelines of the specific work area; to make decisions and take necessary actions; to compose routine correspondence and reports; to meet schedules and deadlines of the work area; ability to assist others in solving work problems; to perform the most complex and difficult assignments; to determine work priorities for the unit; to assign, coordinate, and evaluate the work of others; to train employees in their work; and to adapt generalized instructions to the specific activities of the work area.

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.

No

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

PAULOS ASFADA

4/22/2014

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