

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

Position Code

POSITION DESCRIPTION

<p>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.</p>	
<p>2. Employee's Name (Last, First, M.I.)</p>	<p>8. Department/Agency NTHRN REGION ADMIN AND SUPPORT</p>
<p>3. Employee Identification Number</p>	<p>9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration</p>
<p>4. Civil Service Position Code Description ACCOUNTING ASSISTANT-E</p>	<p>10. Division CFA-Kinross Business Office</p>
<p>5. Working Title (What the agency calls the position) Accounting Assistant-E</p>	<p>11. Section Kinross Business Office</p>
<p>6. Name and Position Code Description of Direct Supervisor KILLIPS, BRIAN; ACCOUNTANT MANAGER-1</p>	<p>12. Unit Accounting Department</p>
<p>7. Name and Position Code Description of Second Level Supervisor SAVOIE, JESSICA R; STATE ADMINISTRATIVE MANAGER-1</p>	<p>13. Work Location (City and Address)/Hours of Work 5086 West M-80, Kincheloe, MI 0800-1700 / 8 AM - 5 PM, 80 hours</p>
<p>14. General Summary of Function/Purpose of Position</p> <p>This position is responsible for the pre-audit and processing of vendor payments in SIGMA and COMS. The position processes commodity and non-commodity payments, along with journal vouchers, internal transfers, misc. checks and correcting entries in SIGMA and COMS. In addition, this position interacts with other department staff and vendors.</p>	

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: 75**

Process commodity and non-commodity-based documents in COMS and/or SIGMA.

Individual tasks related to the duty:

- Receives financial documents from facilities and/or vendors and processes payment in SIGMA and/or COMS.
- Audits financial document for completeness and proper authorized signatures.
- Manages encumbrances in the program area, providing payments for all encumbered documents in current fiscal year.
- Responds to inquiries regarding payments.
- Prepares and uploads payment documents for storage into Content Manager.
- Enters upload templates from COMS into SIGMA.
- Enters disbursement corrections and journal vouchers when instructed with appropriate documentation.

Duty 2

General Summary: **Percentage: 10**

Completes preparation for digital storage of payment documents and completes quality assurance review once stored.

Individual tasks related to the duty:

- Ensures accurate preparation for digital filing storage is complete.
- Reviews digitally stored payment documents for accuracy.
- Reconciles SIGMA/COMS documents with Content Manager documents to ensure everything is documented.

Duty 3

General Summary: **Percentage: 10**

Performs other duties as assigned by supervisor.

Individual tasks related to the duty:

- Attend meetings and trainings as required.
- Assist co-workers when they are absent to ensure that the operation of the unit continues.
- Participate in special projects or temporary tasks as assigned.

Duty 4

General Summary: **Percentage: 5**

During the year end closing period, works with Finance staff ensuring proper accruals have been entered into SIGMA to record expenditures and a liability in the closing budget year and fiscal year prior to processing payments.

Individual tasks related to the duty:

- Enters accrual documents in SIGMA
- Enters payments to appropriate fiscal year in SIGMA.
- Prepares and uploads payment documents for storage in Content Manager.
- Ensures proper coding on year-end documents in SIGMA.

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

Independent decisions are necessary to effectively perform job duties and to communicate with vendors and staff. The employee makes independent decisions regarding the payments that are to be made, workload priorities, and accounting codes to use when completing journal vouchers or making payments. These decisions impact the entire Department of Correction's accounts.

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

Resolution of issues that are unusual in nature and do not comply with department policy and procedure. Decisions regarding work priorities when the workload is extremely heavy. Requests for annual and sick leave require supervisor's approval. Ordering of any office supplies or equipment require supervisor's approval. Department mandatory training scheduling 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.

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"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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 employee must be knowledgeable in bookkeeping and have the ability to organize and accurately enter transactions in SIGMA and COMS. The employee must be able to respond in writing to prisoners/facilities and vendors concerning their individual accounts. The employee must also be knowledgeable of policies and procedures relative to the Business Office and State Accounting functions. Additionally, the employee must have the ability to accurately enter data on a computer, have organizational skills, the ability to file all relevant documents in the Business Office, and process paperwork which may involve extensive keying or handwriting 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.

Requesting to update the position description to accurately reflect the duties and tasks of the position.

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 the Business Office Accounting functions. This position receives financial documents 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:

Education typically acquired through completion of high school.

EXPERIENCE:

Accounting Assistant 5

No specific type or amount is required.

Accounting Assistant 6

One year of administrative support experience.

Accounting Assistant E7

Two years of administrative support experience, including one year 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.

N/A

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

CRYSTAL BOND

Appointing Authority

6/2/2025

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