

State of Michigan
Civil Service Commission

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

Position Code

1. STUDASTE

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) Financial and Accounting Services Bureau
4. Civil Service Position Code Description Student Assistant-E	10. Division Accounting Services
5. Working Title (What the agency calls the position) Internship	11. Section Financial and Accounting
6. Name and Position Code Description of Direct Supervisor RICHARDS, TRACIE L; STATE ADMINISTRATIVE MANAGER-1	12. Unit Accounting
7. Name and Position Code Description of Second Level Supervisor BLIESENER, STACEY L; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Operations Center, 7285 Parsons Drive, Dimondale, MI 48821 / Hours vary

14. General Summary of Function/Purpose of Position

Treasury is seeking a motivated and enthusiastic student intern to join our team for the Spring semester. This internship provides an excellent opportunity for hands-on experience and to expand your skills and knowledge in a professional environment within our Accounting Services Division.

This position serves as an Accounting Intern and will participate in work regarding statewide accounting systems, reports, and the year-end book closing process. This intern provides assistance in analyzing accounting problems, using knowledge of Generally Accepted Accounting Principles (GAAP), theories, and their practical application.

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

Analyze accounting issues in relation to SIGMA financial data and propose appropriate resolutions. Review, create and modify financial profiles in SIGMA. Ensure that the department's accounting transactions are properly recorded and reflect an accurate financial status. Responsible for the research of problem accounting transactions and explaining variances.

Individual tasks related to the duty:

- Design and run accounting and financial queries in SIGMA.
- Review accounting and financial reports for data integrity and accuracy.
- Propose required financial profiles, as needed, by the department.
- Run specialized queries and review reports to determine the origin of an accounting issue.
- Prepare necessary journal entries to rectify the accounting error.

Prepare written documentation for managerial staff.

Duty 2

General Summary:

Percentage: 35

Assist the managerial staff in accounting, reconciliation and SIGMA-related matters. This requires basic knowledge of accounting and accounting principles and how specific transactions affect the financial tables, the general ledger, and certain reports.

Individual tasks related to the duty:

- Prepare bank and investment reconciliations for component units.
- Monthly reconciliation of the general ledger and financial statements to financial data, reports, supporting documentation and accounting work papers for component units.
- Prepare and review financial information for bond/note closings.
- Prepare daily and monthly reconciliation of Tax Accounting systems (SAP, GenTax, S4).
- Prepare manual entries.
- Assist with projects.

Assist in resolving/reconciling IDA backlog.

Duty 3

General Summary:

Percentage: 20

Process journal vouchers, under the guidance of the State Administrative Manager, relating to inter-agency transactions. This requires gathering and summarizing information from a variety of sources, which includes SIGMA.

Individual tasks related to the duty:

- Interpreting data from multiple sources to determine the necessary accounting entries to make.
- Prepare journal entries for entering into SIGMA.
- Prepare written documentation for managerial staff.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- 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.

Some independent judgement regarding appropriate information to be provided internally and externally regarding questions covered by existing policies, procedures, and knowledge.

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

In resolving problems or answering policy transactions. Decisions related to reports, conclusions and any necessary corrective action. Supervisor will review any non-routine work done, including journal voucher requests.

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.

Treasury's interns will work in a standard office environment, including working at a desk for long periods of time with extensive work at a computer. Some repetitive motion tasks, standing, sitting, stooping, reaching, and walking are required. May require lifting containers weighing between 10 and 20 pounds. Position may require occasional travel to work in another Treasury office.

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?

Research problem accounting transactions, research revised and new accounting processes, assist in the preparation of financial reports and prepare journal vouchers related to inter-agency transactions.

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

New position.

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

This work area is responsible for managing the central accounting functions for the Department of Treasury. This includes monitoring the accounting for expenditures and revenues and accounting for the various funds under the authority of the Department of Treasury. This section serves as the Department liaison with the Office of Financial Management, the Michigan Statewide Integrated Governmental Management Applications system (SIGMA), and the Department of Technology, Management and Budget. This position serves as an Accounting Intern regarding statewide accounting systems, reports and the year-end book closing process. The intern will solve accounting problems using knowledge of Generally Accepted Accounting Principles (GAAP), theories and their practical application.

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

EDUCATION:

Current enrollment in a university program focused on Accounting, Finance, or related field.

EXPERIENCE:

Student Assistant A

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Basic knowledge of Accounting terminology, principles, and practices
- Proficiency in Microsoft Office programs such as Word, Excel, and PowerPoint
- Ability to follow written and oral instructions
- Excellent written and verbal communication skills
- Ability to work independently as well as part of a team
- Manage time efficiently and meet deadlines for assigned tasks
- Maintain a high level of professionalism and confidentiality

CERTIFICATES, LICENSES, REGISTRATIONS:

Students must provide evidence of enrollment at an educational institution.

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.

SONYA CARTER

10/16/2024

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