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

Position Code
1. ACCSPL2B13N

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.) Vacant	**8. Department/Agency** DNR-NATURAL RESOURCES
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Resource Management
4. Civil Service Position Code Description Accounting Specialist-2 (13)	**10. Division** Wildlife Division
5. Working Title (What the agency calls the position) Wildlife Accounting Specialist	**11. Section** Wildlife Program Support
6. Name and Position Code Description of Direct Supervisor Janet Liesman; STATE ADMINISTRATIVE MANAGER-1 15	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor Sara Thompson; STATE BUREAU ADMINISTRATOR 18	**13. Work Location (City and Address)/Hours of Work** TBD / Monday through Friday 8:00 a.m. - 5:00 p.m.

14. General Summary of Function/Purpose of Position

The accounting specialist in the Program Support Section of the Wildlife Division (WLD) is responsible for oversight and reconciliation of revenue and expenditures, administration of procurement processes, and compliance with State of Michigan standards for monitoring appropriations and funding sources. The division has a very complex funding structure and has multiple federal grants and restricted funding sources. This position will ensure the division is adhering to appropriate accounting practices. WLD has many programs with specific laws that govern revenues and expenditures, requiring additional expertise beyond standard accounting practices.

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: 50**

Manage and oversee WLD's accounting practices, financial systems, and records to ensure strict compliance with generally accepted accounting principles (GAAP), state laws, and policies across all programs and funding sources while continuously promoting operational efficiency.

Individual tasks related to the duty:

• Develop guidelines and maintain documentation for the reconciliation of several appropriations that incorporate several distinct revenue sources for the Wildlife Division statewide.
• Serve on Division Budget Control Team as the Division expert on revenue and expenditures.
• Reconciliation of all Division-managed revenue including timber sales, permits, and private funds
• Monitors and adjusts WLD accounting profiles in SIGMA to ensure appropriate tracking capability for state funding sources, federal grants, and organizational structures.
• Daily maintenance and reconciliation of all financial records related to allotments, expenditures, receipts, encumbrances, payables, and receivables.
• Interpret complex Code of Federal Regulations associated with accounting practices.
• Ensure that the Division is following appropriate accounting practices.
• Serve as WLD accounting contact for inquiries from MDOT Accounting Service Center, WLD Management Team, DNR Budget Office, public, advisory councils, DNR management, federal agencies, etc.
• Maintains records and prepares reports and correspondence related to the work.
• Serve as lead for all financial aspects for Federal and State audits.
• Serve as lead for implementing any upgrades to the State of Michigan accounting system including testing and training of division staff.
• Serve on SIGMA development teams related to procurement, accounting, budget, and time and expense.
• Reconciliation of all match for federal grants.
• Serve as Division financial lead for all Memoranda of Agreement, Cooperative Services Agreements, and Federal Subrecipient Agreements.
• Oversee implementation of Division procurement processes, including quarterly encumbrance reviews.
• Train supervisors on SIGMA financial review and approval process.

Duty 2

General Summary: **Percentage: 20**

Manage the quarterly and year-end closing processes.

Individual tasks related to the duty:

• Serve as lead for the Division on all aspects of year-end closing processes including serving as the lead for the Division's Book Closing Team.
• Analyze accounting entries for accuracy – process adjusting entries as needed for ineligible payroll and non-payroll expenditures.
• Analyze fund balances.
• Analyze Department Object (DOBJ) usage/appropriateness.
• Analyze carry-forward and payable requests.
• Prepare quarterly and annual revenue reports and work with Division Financial Specialist to prepare quarterly and annual expenditure reports.
• Review pertinent year-end reports with members of the Division Book Closing Team for completeness and accuracy.
• Sign off on all WLD year-end reports for final disposition with MDOT Accounting Service Center, DNR and DTMB for Annual Comprehensive Financial Report (ACFR) processing.
• Review ineligible DOBJs and ensure all expenditures are appropriate in federal funds for each particular federal grant and state restricted appropriations.
• Work with field account technicians to process expenditure corrections as needed.
• Complete Quarterly Interim Assessments for the Division.

Duty 3

General Summary: **Percentage: 10**

Review WLD accounting practices for adherence to appropriate standards; revise practices as necessary; develop new processes when required, in accordance with appropriate standards.

Individual tasks related to the duty:

• Provide expertise in the design, revision, and implementation of accounting practices in WLD.
• Serve as WLD representative on agency committees to revise, re-engineer, or develop accounting practices.
• Serve as consultant for information systems, ensuring that appropriate accounting practices are incorporated in the systems as they are being revised or created.
• Provide guidance and expertise for the accounting practices related to federal grants.
• Serve as the lead for the planning and coordination of training of staff in accounting activities.

Duty 4

General Summary: **Percentage:** **10**

Develop, modify, and maintain detailed financial reports for WLD programs that balance or reconcile with official accounting records.

Individual tasks related to the duty:

• Utilizing expert knowledge of appropriate systems, provide requested financial information in an understandable and usable format. This is usually a custom response to a specific or unique question that requires in-depth understanding of multiple data sources.
• Review and prepare accounting reports for department management and federal agencies as needed.
• Design, develop, interpret, and maintain specialized financial reports as required by WLD and DNR as they relate to financial records, accounting practices, procedures, etc.

Duty 5

General Summary: **Percentage:** **10**

Other duties as assigned

Individual tasks related to the duty:

• Tracking and monitoring to ensure expenditures are within the scope of federal grants.
• Coordinate coding and updates to electronic payments.
• Design and maintain reports from multiple sources to monitor employee time and attendance. This includes hours as well as financial information.
• Special projects as assigned.

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

All accounting-related decisions including appropriate financial coding, procurement processes, accounting processes, billing, federal grant financial eligibility, code of federal regulation financial adherence, financial transaction adjustments, financial aspects of Memoranda of Agreement, and Division invoicing. Decisions may impact all Division staff, other State Agencies, non-State partners, and Federal Agencies.

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

Implementing procedures or transactions that may have adverse impact on the Division or discuss issues or problems that are particularly controversial or critical. Any issues that can set precedent.

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.

Work under extreme pressure to meet Departmental and State deadlines in a timely manner. Some travel may be required. Frequent repetitive motions while performing computer functions, eyestrain in overuse of computer at times.

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):

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

Serve as WLD's accounting authority providing accounting expertise that will ensure that WLD follows GAAP, appropriate State of Michigan accounting procedures, and Federal Code of Regulations that will minimize audit exceptions.

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

Updated the work location and made some grammatical changes. Duties and responsibilities have not changed.

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

The Wildlife Division Program Support Section provides various types of business, financial, personnel, administrative and program support to all Wildlife Sections/Regions/Units statewide. This position serves as the accountant specialist in the Program Support Section responsible for the oversight and reconciliation of all revenue and expenditures in the Wildlife Division. Another primary responsibility is year-end closing.

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:

Accounting Specialist 13 - 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, Auditor, or Assistant Auditor General including two years equivalent to an Accountant P11, Auditor P11, or Assistant Auditor General P11 or one year equivalent to an Accountant 12, Auditor 12, or Assistant Auditor General 12.

Alternate Education and Experience

Accounting Specialist 13 - 15
Possession of a Certified Public Accountant certificate (CPA) may be substituted for one year of Accountant experience.

OR

Possession of a Certified Management Accountant certification (CMA) may be substituted for six months of Accountant P11 experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

• Thorough knowledge of generally accepted accounting principles (GAAP), including practical application to State Government.
• Thorough knowledge of the State Accounting System (SIGMA) including the ability to apply that knowledge to the maintenance of financial records.
• Ability to interpret technical accounting information and present it to technical and non-technical users in a clear concise manner.
• Strong personal computer skills.
• Ability to work well with others and to exercise tact and diplomacy in meetings and dealing with others.
• Ability to assume independent responsibility for completion of work assignments.
• Knowledge of methods of planning, developing, and administering programs.

• Knowledge of state and federal laws and legislative processes related to the work.
• Knowledge of reporting methods and techniques.
• Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.
• Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.
• Ability to plan, coordinate, and expedite work projects.
• Ability to interpret complex rules and regulations.
• Ability to communicate with others verbally and in writing.

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.

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**