State of Michigan
Civil Service Commission

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

Position Code

1. ACCTTCHE

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)** Correctional Facilities Administration
4. Civil Service Position Code Description Accounting Technician-E	**10. Division** Business Office
5. Working Title (What the agency calls the position) Accounting Technician	**11. Section** Business Office
6. Name and Position Code Description of Direct Supervisor VACANT; FINANCIAL MANAGER-1	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor STINSON, STACEY L; STATE ADMINISTRATIVE MANAGER-1	**13. Work Location (City and Address)/Hours of Work** 4000 Cooper St., Jackson MI 49201 / Mon thru Fri. 8:00 am to 4:30 pm

14. General Summary of Function/Purpose of Position

This position functions as a technician participating in a variety of duties, including activities designed to provide accounting support services such as implementing accounting systems, maintaining, and reconciling financial control records and the review and release of financial transactions. Work is performed through the application of a body of knowledge related to the methods, practices, procedures, policies, regulations, and laws of this specialized field. The main area of focus for this position is Prisoner Benefit Fund and Special Projects. The employee works with SIGMA Financial and Business Intelligence on a regular basis. This position is also responsible for assisting in the review and transition to newly related accounting software systems and will be the primary IT contact for the office. This position assists with training of staff in the work area and with analyzing prisoner benefit issues and monthly expenditure review and reporting

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:** **35**

Reviews Prisoner Benefit Fund financial transactions and prepares monthly financial statements.

Individual tasks related to the duty:

- Reviews SIGMA transaction(s) for accuracy and matching COMS information
- Ensures payments are processed for only authorized PBF purchases
- Prepares monthly PBF cash reconciliation reports, balance sheet and income statements
- May instruct Accounting Assistant staff in correcting errors discovered either on the COMS or SIGMA transaction(s)

Reviews and analyzes the work recommending improvements or changes as deemed necessary

Duty 2

General Summary: **Percentage:** **30**

Reviews and reconciles facility credit card purchases and backup. Audit prisoner payroll and Inventory reports as requested.

Individual tasks related to the duty:

- Reviews facility credit card logs, coding, approvals and proper backup
- Reviews and enters credit card cycle coding biweekly when necessary
- Prepares biweekly credit card log reports and distributes
- Assists with processing correcting entries and recording, including preparing journal vouchers to correct posting errors
- Reviews monthly prisoner payroll submissions and backup to verify policy is being adhered to
- Reviews Inventory reports and assists with facility Inventory when needed

Duty 3

General Summary: **Percentage:** **15**

Provides training to new staff and ensure there are staff assigned as back-up when staff are away from the facility

Individual tasks related to the duty:

- Identifies staff development and training needs and ensures that training is provided as needed
- Develops more efficient work processes and procedures
- Reviews policies and provides suggestions to improve controls, methodologies, and other changes

Duty 4

General Summary: **Percentage:** **15**

Assists in the monthly reconciliation of the Food Service invoice for Southern Region facilities.

Individual tasks related to the duty:

- Print the packing slip for all deliveries during each month for each facility in the Southern Region.
- Reconcile the packing slip totals to the invoice and note any issues found at delivery.
- Provide reconciliation to Lansing Food Service staff for payment to the vendor.

Duty 5

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.

Determines priority of work assignments based on general knowledge, experience, priorities and deadlines. Determines appropriate account coding for all financial transactions. Completes research and review of policies, procedures and memorandums to resolve unique and complex accounting problems. Develops financial reports and analysis to assist in problem resolution. Determines action needed to make any correcting financial entries needed.

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

Clarification of policies, procedures, organizational goals and objectives. Interpretation of new procedures, programs and/or law changes.

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.

Physical effort required to perform business office functions. Business office skills and equipment/computer usage. Hazards associated with working around prisoners.

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?

Monitors the effectiveness of controls and integrity of records and systems through reconciliation and report preparations. Handles financial documents and accounts of the accounting office and reports results of technical analysis.

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

This position is the primary reviewer and creator of Prisoner Benefit Fund statements, facility credit card final reconciler, reviews monthly prisoner payroll submissions and assists with the monthly reconciliation of the Food Service invoice for all Southern Region facilities.

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

This is a technical position in the Reports and Special Projects department of the Business Office. This person will be working with the other 2 accounting technician positions in the office, providing backup when needed.

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 Technician 7
One year of experience involving posting to ledger accounts, reconciling accounts, executing adjustments, and preparing financial statements equivalent to an Accounting Assistant E7.

Accounting Technician 8
Two years of experience involving posting to ledger accounts, reconciling accounts, executing adjustments, and preparing financial statements, including one year equivalent to an Accounting Technician 7 or an Accounting Assistant 8.

Accounting Technician E9
Three years of experience involving posting to ledger accounts, reconciling accounts, executing adjustments, and preparing financial statements, including one year equivalent to an Accounting Technician 8, two years equivalent to an Accounting Technician 7, or one year equivalent to an Office Supervisor with a subclass code of BKPS.

Alternate Education and Experience

Accounting Technician 7
Completion of two years of college (60 semester or 90 term credits) with at least 16 semester (24 term) credits in accounting courses may be substituted for the experience requirement.

Accounting Technician 8
Possession of a Bachelor's degree with at least 16 semester (24 term) credits in accounting courses may be substituted for the experience requirement.

Accounting Technician E9
Possession of a Bachelor's degree with at least 16 semester (24 term) credits in accounting courses and one year of job-related experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of bookkeeping and accounting procedures and practices. Ability to assemble, compile, and analyze pertinent data for the preparation of financial and statistical reports. Knowledge of State and interoffice computerized accounting systems and prison accounting systems. Ability to determine work priorities when multiple complex tasks must be completed. Ability to assist others in solving work related problems. Ability to train employees in their work. Work with minimal supervision.

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.

Agency requesting establishment of position to replace a position that was too old and inactive. Fixed again. System will not allow me to use the default education or experience on this position.

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

PAULOS ASFADA — **Appointing Authority**

6/17/2021 — **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