

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

Position Code

1. ACCTASTAD64R

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 DEPARTMENT OF STATE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) FINANCIAL SERVICES
4. Civil Service Position Code Description ACCOUNTING ASSISTANT-A	10. Division ACCOUNTING
5. Working Title (What the agency calls the position) ACCOUNTING ASSISTANT-A	11. Section EXPENDITURE
6. Name and Position Code Description of Direct Supervisor ACCOUNTANT MANAGER-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor STATE DIVISION ADMINISTRATOR-17	13. Work Location (City and Address)/Hours of Work 430 W. ALLEGAN STREET, LANSING, MI 48933 / MONDAY-FRIDAY; 8:00 A.M. - 5:00 P.M. / HYBRID

14. General Summary of Function/Purpose of Position

This position serves as a senior level accounting assistant in the Expenditure Section and is responsible for generating payments to external and internal customers, posting transactions to accounts, maintaining payment records, providing customer service, and preparing correspondence. It involves reviewing payment requests for compliance with the law and policy and procedures, determining the proper account coding and authorizations to post the transaction, and disbursing funds. This is one of two senior accounting assistants responsible for carrying out this function.

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: 60

Process expenditure transactions using SIGMA-Financial.

Individual tasks related to the duty:

- Determines appropriate coding matrixes and compliance to departmental and statewide policies and procedures for expenditures
- Enters vendor and payment information into the accounting system (SIGMA-Financial).
- Verifies payables and processes warrant re-issues as required.
- Work with departmental staff, vendors and customers in determining and communicating payment criteria and specifications.
- Communicate to management, if not able to resolve independently in a timely manner, any problems related to the processing expenditures.
- Work directly with customer and other Departmental program staff in determining and communicating expenditure and travel reimbursement processing criteria and guidelines.
- Approve and release expenditure and travel related transactions.

Duty 2

General Summary:

Percentage: 20

Research and respond to questions and problems related to expenditures.

Individual tasks related to the duty:

- Research and respond to expenditure related questions in a timely manner.
- Compile data for reports and reconciliations used in the preparation of fiscal year-end.
- Utilize SIGMA-Business Intelligence query functions to assist in the year-end close general ledger account reconciliation process.
- Reconcile and reclassify transactions in SIGMA-Financial.

Duty 3

General Summary:

Percentage: 10

Provides expert customer service to both internal and external customers.

Individual tasks related to the duty:

- Responds to internal and external queries relating to how to request a payment, the status of a payment request, and payment history requests.
- Recommends and responds to policy, procedural and legislative changes.
- Maintains a file system for all expenditures.
- Reviews and provides financial data as requested by accountants and management personnel.

- Assists in development and dissemination of Dept. of State guidelines, policy, and procedural changes applicable to the reimbursement and travel processes.

Duty 4**General Summary:****Percentage: 10**

Other duties as assigned by supervisor

Individual tasks related to the duty:

- Tasks such as, but not limited to, assisting in staff training, processing special disbursements or evaluating and distributing disbursement requests.

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

Decisions to identify appropriate payment coding such as accounting template, department object, address ID, appropriate approval for expenditure. Decisions as to whether disbursement exceptions should be referred to designated Administration level management.

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

When there is no legislation, policy or procedure to cover a particular payment request, the supervisor would assist in determining the correct disposition of the item. When a vendor is not satisfied with the response to an inquiry regarding a disbursement.

Any notice of shut off or termination of service, past due balances or excessive credit on account.

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.

This position requires extensive use of a personal computer and other electronic/automated equipment, moving file boxes, repetitive movement, answering the telephone, and sitting for extended periods of time. It also involves meeting deadlines and requires handling irate customers on the telephone.

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?

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

No changes.

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

The Bureau of Financial Services is responsible for establishing and maintaining the internal control structures that allow for the timely and accurate presentation of the Department of State's financial statements, schedules, and legislative reports.

This includes all aspects of the fiscal year-end closing process. The Bureau accounts for all expenditure-related transactions including payments. In addition, the Bureau accounts for and distributes over \$2 billion dollars annually in revenue and processes associated revenue refunds. The Bureau also maintains accounts receivable records and a centralized cashing operation, which is a revenue receipting and processing activity.

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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 8

Three years of administrative support experience, including one year equivalent to an Accounting Assistant E7, 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 accounting and bookkeeping terminology and practices.

Knowledge of the automated accounting system used in the work area.

Knowledge of spreadsheets and databases software.

Knowledge of techniques used in locating errors

Knowledge of general record keeping and filing.

Ability to interpret and apply the instructions and guidelines of the work area.

Ability to make decisions and take necessary action.

Ability to add, subtracts, multiply and divides figures.

Ability to compare data from various sources for accuracy and completeness.

Ability to work under stressful conditions to meet deadlines.

Ability to communicate effectively with others.

Ability to reconcile financial transactions and accounts.

Ability to operate a personal computer and a calculator.

**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