

**1. Position Code**

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

**POSITION DESCRIPTION**

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> Natural Resources
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Classification of Position</b> Accounting Technician A (10)	<b>10. Division</b> Finance and Operations
<b>5. Working Title of Position (What the agency titles the position)</b> Accounting Technician	<b>11. Section</b> Facilities, Operations and Support
<b>6. Name and Classification of Direct Supervisor</b> Aaron Crawford, Administrative Manager 2	<b>12. Unit</b> Northern Michigan Administrative Area
<b>7. Name and Classification of Next Higher Level Supervisor</b> Jeff Sears, State Administrative Manager 1	<b>13. Work Location (City and Address)/Hours of Work</b> 8:00 a.m. – 5:00 p.m. Monday – Friday Gaylord Customer Service Center, 1732 West M-32, Gaylord, MI 49735 OR Newberry Customer Service Center, 5666 State Hwy M-123, Newberry, MI 49868 OR Sault Ste. Marie Customer Service Center, 4131 S. M-129 Hwy, Sault Ste. Marie, MI 49783 Remote work eligible per department policy

**14. General Summary of Function/Purpose of Position**

Performs assignments and serves as the recognized resource in the areas of accounting, procurement, and budget support in accordance with standard accounting practices and the Statewide Integrated Governmental Management Applications (SIGMA) procedures for the assigned divisions and offices. Reviews and prepares financial reports for analysis. Adjusts accounting records and serves as the recognized resource for Department of Natural Resources (DNR) staff within the Northern Michigan Administrative Area (NMAA).

**15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.**

**List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.**

Duty 1

**General Summary of Duty 1**

**% of Time      35**

Functions as recognized resource of DNR policy and procedures and Generally Accepted Accounting Principles while processing payments, requisitions, and vouchers to vendors, other state agencies and employees according to Department of Technology, Management and Budget (DTMB) and DNR policies and procedures. Establishes guidelines and prioritizes the work process such as setting deadlines, researching funding sources, and acting as a liaison with divisional staff, accounting staff, DNR buyers and DTMB buyers.

**Individual tasks related to the duty.**

- Analyze data to evaluate and determine adherence to DNR and DTMB policies, procedures, and directives.
- Audit travel expense reimbursement requests for adherence to DNR and DTMB policies, procedures and directives.
- Audit and enter procurement transactions from state credit card charges and ensure that division and agency purchasing guidelines are followed.
- Monitor state contracts and blanket purchase orders to ensure that program staff comply with appropriate purchasing policies and procedures.
- Independently prepare payment vouchers and enter in SIGMA after verifying supporting documentation for accuracy and completeness.
- Process journal vouchers in accordance with DNR accounting policies and procedures.
- Prepare requisitions by verifying required approvals, send out bids if necessary, and enter in SIGMA for purchase order issuance.
- Serve as the recognized resource for field staff in areas of accounting and procurement policy and procedure.
- Continually review and incorporate any changes, updates, or new accounting, procurement and SIGMA policies and procedures and communicate to appropriate DNR staff within the geographic areas.
- Ensure vendor registrations are current in SIGMA. Assist vendor to use SIGMAVSS for any updates to address or federal identifications.
- Perform other duties as assigned.

Duty 2

**General Summary of Duty 2**

**% of Time**      **30**

Functions as an expert in procurement activities related to commodities and services for all staff within the NMAA. A thorough knowledge of DTMB policy and procedure and DNR rules and regulations is needed to interpret complex procedures.

**Individual tasks related to the duty.**

- Assist, direct and advise program staff in the NMAA on DNR procurement, DTMB Acquisition Services, and Civil Service policies and procedures related to master contracts, annual and recurring contractual services, major and minor construction projects, and repairs and improvements.
- Research and develop specifications and assist/solicit bids.
- Continually review and incorporate any changes, updates, or new accounting, procurement and SIGMA policies and procedures.
- Enter field requisitions, process contract modifications, including cancellations and liquidations.
- Process and analyze data to evaluate and determine adherence to DNR and DTMB Budget policies, procedures, and directives.
- Use extensive knowledge and independent judgment to determine if purchasing violations have occurred and proper contracts are being utilized. Recommend corrective action if violations are found.
- Process and analyze data to evaluate and determine adherence to DNR and DTMB policies, procedures, and directives.
- Perform other duties as assigned.

Duty 3

**General Summary of Duty 3**

**% of Time**      **15**

Functions as the recognized resource for DNR staff located within the NMAA. Audits financial and budget reports for accuracy and completeness and ensures all policies and procedures are adhered to. SIGMA, Business Intelligence, US Bank (procurement card reconciling system), Excel, and Access.

**Individual tasks related to the duty.**

- Audit financial and budget reports for accuracy and completeness requiring interpretation of data and projections. Provide recommendations to professional level staff as requested.
- Monitor and prepare reports on all budget allocations and expenditures for assigned DNR divisions and/or offices within the NMAA as requested.
- Answer inquiries on all financial transactions and resolve problems with other accounting/procurement staff, field staff, and vendors.
- Independently compile and interpret statistical financial information, utilizing financial data, for supervisors and divisions and/or offices within the NMAA.
- Reconcile various reports (Procurement Card, Journal Vouchers, Etc.) against actual usage for accuracy. Initiate corrections as needed.
- Run various Business Objects reports as requested by supervisors for assigned DNR divisions within the NMAA including Wildlife (WLD), Fisheries (FI), Parks and Recreation (PRD), Forest Resources Division (FRD), Law Enforcement Division (LED) and Finance and Operations Division (FOD).
- Coordinates year-end activities for staff assigned to the NMAA regarding contracts and purchasing.
- Perform other duties as assigned.

Duty 4

**General Summary of Duty 4**

**% of Time**      **10**

Provide administrative support, including serve as back-up to the Area Administrative Manager (AAM) when needed, in compliance with DNR policies and procedures, as well as other duties as assigned.

**Individual tasks related to the duty.**

- Contact vendors when repairs are needed and coordinate appointments.
- Solicit bids for larger repair/maintenance projects for NMAA.
- Prepare bank deposits; receipt them and forward paperwork to Lansing when needed.
- Reconcile cash register with MiCo license sales report in adherence with DNR policies and procedures at close of business.
- Train and monitor staff to audit, prepare and enter utility invoices and travel expense vouchers into SIGMA.
- Receive and complete special projects as assigned.
- Prepare outgoing mail and distribute incoming mail when it has been received when needed.
- Provide administrative support back-up to other administrative support as assigned or needed.
- Perform other duties as assigned.

Duty 5

**General Summary of Duty 5**

**% of Time**      **10**

Provide customer service to the public, vendors, and DNR or other agency staff.

**Individual tasks related to the duty.**

- Provide information via telephone, personal contact, and/or written or electronic contact in a timely manner to the public, vendors, employees and other agencies.
- Assist, direct and advise vendors related to all aspects of DNR financial management and business practices.
- Review DNR policies, procedures, rules, regulations and press releases as needed in order to provide efficient customer service.
- Compose and type correspondence and documents as needed ensuring all DTMB and DNR policies and procedures are followed.
- Assist in registration of fish and wildlife to verify usage of the correct licenses/permits, as well as the collection of required specimens.
- Utilize MiCo to sell DNR licenses, permits and applications to the public.
- Perform other duties as assigned.

**16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.**

Sets work priorities, makes corrections within accounting system, research inquiries made by vendors and staff and determines responses. Take appropriate action based on extensive knowledge of DTMB Budget and DNR policy and procedure.

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

When no past practice has been established. When there is no policy or procedure available. When requests are made outside position's authority or information submitted is unclear or incomplete. Violations of policy and procedure.

**18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.**

Physical effort and environmental conditions are consistent with those exposed to in a normal business office. These include sitting and utilizing a personal computer for extended periods of time and filing.

**19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

**20. My responsibility 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.      |

**21. I certify that the above answers are my own and are accurate and complete.**

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**NOTE: Make a copy of this form for your records.**

**TO BE COMPLETED BY DIRECT SUPERVISOR**

**22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?**

Yes

**23. What are the essential duties of this position?**

Serve as the recognized resource in areas of accounting and procurement to NMAA personnel in all divisions. Review budgets, pre-audit financial documents, and process payments. Provide information to vendors, the public and other state agencies. Independently perform complex assignments in all areas of accounting, procurement and control records utilizing extensive knowledge of policy and procedure. Functions as recognized resource and uses personal judgment and extensive knowledge to evaluate procedural changes and impacts. Recommend changes as required.

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

Updated PD to reflect new terminology and accurate work allocation.

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

The work unit provides facilities and administrative support to all DNR divisions and staff within the NMAA, including accounting and procurement.

**26. In your opinion, 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:**

Four years of experience involving posting to ledger accounts, reconciling accounts, executing adjustments and preparing financial statements including one year equivalent to an Accounting Technician 9- or two-years equivalent to an Office Supervisor with a subclass code of BKPS.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Must be able to interpret policy and procedure and communicate complex information to the public, vendors and DNR staff. Extensive knowledge of personal computers and business tools such as SIGMA, Business Objects, WORKS, Excel, Access and/or Citrix (Electronic Journal Voucher). Ability to complete complex work assignments and maintain detailed and highly accurate records while working under pressure with complex work subjects and large amounts of data within short deadlines. Must have thorough knowledge of State rules and regulations relating to purchasing and accounting. Must have the ability to analyze complex financial documents and report findings. Must have the ability to work independently, be tactful, honest and trustworthy.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

A valid Michigan's Drivers License is preferred.

**NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.**

27. *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's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

\_\_\_\_\_  
Appointing Authority's Signature

\_\_\_\_\_  
Date