

## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> MDHHS-COM HEALTH CENTRAL OFF
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Bureau of Laboratories
<b>4. Civil Service Position Code Description</b> ACCOUNTING TECHNICIAN-E	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Accounting Technician	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> SOEHNLEN, MARTY; SENIOR MANAGEMENT EXECUTIVE	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> LYON-CALLO, SARAH; SENIOR DEPUTY DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> 3350 N Martin Luther King Jr. Blvd., Lansing, MI / M-F 8am-5pm
<b>14. General Summary of Function/Purpose of Position</b> This Accounting position is responsible for the Bureau of Laboratories' (BOL) financial coordination, procurement of laboratory supplies and services, and monitoring purchases & spending. This position is responsible for creating RQNs and DOs in Statewide Integrated Governmental Management Application (SIGMA) for the two Divisions of the BOL, Infectious Diseases and Chemistry Toxicology. This position is responsible for amending Master Agreements as needed and posting receivers in SIGMA. This position tracks spending from each Award Document and monitors funds available on Master Agreements. This position has the additional responsibility of backing up the duties of a contracted Accounting Assistant.	

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**

Assist, track, and advise Bureau of Laboratories staff in procurement of equipment, supplies, and services.

**Individual tasks related to the duty:**

- Monitor purchasing through SIGMA.
- Amend DOs / RQNs as needed by management.
- Create DOs and RQNs in SIGMA as advised by laboratory management. These will include purchases of products, services, and equipment.
- Assist management, as needed, with obtaining quotes for equipment and supplies.
- Troubleshoot coding problems or other errors in SIGMA.
- Communicate with management when DOs are ready to be closed in SIGMA.
- Create and monitor spreadsheets for DOs created each CY.

**Duty 2**

**General Summary:** **Percentage: 25**

Post receivers in SIGMA when invoices are available and consolidate information on BOL spending to prepare spreadsheets.

**Individual tasks related to the duty:**

- Process invoices sent from MDHHS accounting by posting receivers in SIGMA from packing slips
- Monitor spending from DOs by creating / utilizing spreadsheets
- Audit invoices for accuracy
- Track invoices and laboratory vendor files for errors
- Contact vendors regarding overdue or incorrect invoices
- Update Bureau management on all funding source spending

**Duty 3**

**General Summary:** **Percentage: 20**

Assist with the development and preparation of contracts, and related processes with the BOL.

**Individual tasks related to the duty:**

- Draft service agreements in SIGMA
- Monitor and review laboratory equipment maintenance agreements, draft renewals with input from managers
- Track laboratory spending and add funds, as needed
- Draft Master Agreements with input from appropriate manager
- Complete contract monitoring reports as requested by DTMB with input from managers

**Duty 4**

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

Serve as secondary backup to compile bi-weekly credit card reports and create payment vouchers when indicated.

**Individual tasks related to the duty:**

- Distribute credit card statements to end users and transaction details bi-weekly
- Prepare MDHHS-5602 for invoices

**Duty 5**

**General Summary:** **Percentage: 5**

Assist with billing duties for the BOL.

**Individual tasks related to the duty:**

- Take actions to retrieve client-level information needed to submit acceptable invoices to Medicaid, Medicaid Health Plans, private insurance, and submitters
- Utilize reports generated from the laboratory information management system (LIMS) and/or the contracted billing vendor to generate and track Medicaid, Medicaid Health Plan, private insurance, and submitter billing
- Prepare deposit slips for incoming payments

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

Interacts daily with MDHHS Bureau of Grants & Purchasing, numerous vendor Account Receivable & Contract Administration personnel, DTMB Buyers, DHHS Payment unit, and BOL Management independently. A high percentage of this position is identifying accounting errors and then troubleshooting & resolving them.

Attention to detail and being well organized are key to ensure the laboratory procurement follows State policies.

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

When a policy decision is needed, where there is a departure from typical practices, or when a request for information is received from outside the Bureau of Laboratories that might be confidential in nature.

**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.**

Most of the time is spent on the computer. The normal environment and activities of a typical office such as sitting, walking, bending, etc. are usual physical activities.

**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?**

Duties 1 - 5

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

The General Summary was updated to provide a more robust and realistic summary of actual functions/purpose of the Accounting Tech position.

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

Bureau of Laboratories is responsible for statewide testing services including, but not limited to, testing for chemical threats and biological agents of terrorism. This position is responsible for monitoring the entire Bureau of Laboratories procurement, invoicing, and spending.

**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.

