

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 DNR-NATURAL RESOURCES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Resources Management
4. Civil Service Position Code Description ACCOUNTING TECHNICIAN-E	10. Division PARKS AND RECREATION
5. Working Title (What the agency calls the position) DISTRICT ACCOUNTING TECHNICIAN	11. Section Urban District
6. Name and Position Code Description of Direct Supervisor HUNT, LOUISE T; PARK AND RECREATION MANAGER-3	12. Unit Milliken State Park and OAC
7. Name and Position Code Description of Second Level Supervisor BISSETT, THOMAS; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Belle Isle, 99 Pleasure Drive Detroit, Mi. 48207 / 40 Hrs/Wk; Work days may vary

14. General Summary of Function/Purpose of Position

This position serves as the primary financial and administrative support technician for multiple units within the Urban District, including Belle Isle Park, Milliken State Park and Harbor, Grayhaven State Harbor, the Detroit Outdoor Adventure Center (OAC), and associated boating recreation areas. The incumbent is responsible for all duties relating to small project accounts, accounts payable, accounts receivable, financial/budget reports/reconciliation, payroll, invoice processing, Human Resources functions, public relations and general office operations. Additionally, the incumbent serves as the liaison to staff and upper management, provides training and plays a major role in the planning, scheduling and coordinating of meetings; and distributing, requesting, reviewing and analyzing information and documents.

The Accounting Technician position provides support for the District Supervisor in the day-to-day operations of their assigned units, Milliken State Park and the OAC. The incumbent works extensively with accounting practices, administrative policies and procedures, Recreation policies and human resource policies and procedures to properly fulfill the administrative management responsibilities of this position.

The position requires independent judgment, discretion, and a high level of accuracy in interpreting and applying state policies and procedures. The technician works closely with unit managers, district leadership, and Lansing-based support teams to ensure fiscal integrity, operational continuity, and compliance across diverse programs and seasonal staffing models.

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**

Urban District - District Administrative, Accounting and Budget Management – This position is the senior staff person responsible for developing and maintaining budget and financial reports pertaining to the Urban District. Develops and maintains budget reports, Usage Reports and spreadsheets including but not limited to: Utilities, VTS, equipment inventory and MVP tracking in accordance with DNR Policies and Procedures. Provides data, reports and complete spreadsheets for the District Supervisor and Unit Supervisors of the Urban District for budget management. Report and audit salary and wage information from CSB's. Assists the District Supervisor in conducting staff training. Works independently prioritizing work on a day-to-day basis.

Individual tasks related to the duty:

- Maintain Current Service Baseline (CSB) spreadsheets to track budgets for all Urban District Units.
- Distribute, maintain, analyze, and audit budget reports (expenditures and revenues) relating to the District.
- Audit and Review expenditures and encumbrances from SIGMA for the District.
- Oversee the work of Unit Managers/Supervisor's compliance with Small Project and Routine Maintenance request purchases and budget reporting.
- Provides district wide administrative support to ensure procedural consistency
- Process purchase-orders for district wide purchases of supplies and equipment.
- Maintains and reconciles expenditures, encumbrances, receipts, and reports for numerous project budgets.
- Analyze, reconcile, and audit monthly expenditure records. Research and correct any discrepancies.
- Determines proper purchasing methods (i.e., purchase order, blanket purchase order, requisition, CS138, emergency purchase order, contract/non-contract vendor or sole source), completes, tracks, and follows through to receipt and final payment of goods and services. Complies with all DTMB and DNR purchasing policies and procedures.
- Audit, label, obtain appropriate supervisor signature, and complete payments to vendors utilizing SIGMA.
- Responsible for district purchases and committee purchases via procurement card, including reporting and audit.
- Provides data, reports, and other records to District and Unit Supervisors.
- Provides technical assistance and training for the District Unit Supervisors.
- Serve as senior accounting contact to all Accounting Assistants in the District and train new staff.
- Transcribe and distribute meeting minutes.
- Work with District Supervisor's calendar; schedule, coordinating and attend meetings.
- Maintain District files in accordance with Records Retention schedule.
- Complete all journal vouchers for the district.
- Process field requisitions, journal vouchers and prepare routing documents in SIGMA
- Maintain and reconcile CSB spreadsheets, monthly expenditures, encumbrances, and payroll records.
- Track capital outlay and small project accounts; ensure purchases align with DTMB and DNR policies.

Duty 2

General Summary:**Percentage: 20**

Milliken State Park and the OAC- Personnel Transactions, HR, and Accounting Support – Supports the full lifecycle of seasonal and permanent staff, ensuring accurate payroll and personnel documentation.

Individual tasks related to the duty:

- Process new hires, transfers, separations, and seasonal rehires; ensure documentation is complete and compliant.
- Track employee step increases and incorporate wage increases in the appropriate spreadsheets.
- Audit timekeeping records and enter payroll data into SIGMA-HRMN; monitor leave balances and overtime.
- Enter information into the database for pre-employment drug tests and Criminal History Checks.
- Audit Business Object printouts of bi-weekly payroll and submit requests for corrections.
- Possess knowledge of Civil Service and DNR Work Rules and union contracts in order to provide information as requested.
- Maintain confidential personnel files and comply with retention schedules.
- Assist with interview scheduling, panel participation, and onboarding logistics.
- Stay current with SIGMA-HRMN updates, Civil Service rules, and DNR HR procedures.
- Audit invoices, statements, credit card purchases/logs, and travel expense vouchers.
- Process all invoices for payment into the SIGMA system by direct voucher or under purchase orders.
- Prepares permits including invoicing for groups/organizations renting the group use area.
- Take bids and gathers data for processing purchase orders or placing info on Bid4Michigan.
- Provide training; enter data and reconcile records in the CAMIS System for assigned unit.
- Maintain records and follow up on accounts receivables/payables with hundreds of vendor accounts.
- Compile, review, maintain, audit and monitor all financial transactions pertaining to revenues using CAMIS.
- Oversee the work and cash handling practices of Park and Recreation Ranger's data entry in CAMIS.
- Process self-registration and violation notices, with follow up on collecting unpaid fees.
- Balance Park and Recreation Ranger cash boxes, issue motor vehicle permits, issue change funds and reconcile unit change funds weekly
- Prepare bank deposits, scan deposit for downloading to cashiers' office and train staff in same along with night drops
- Run various SIGMA reports, review and verify for accuracy (expenditures/encumbrances/payroll).

Duty 3**General Summary:****Percentage: 20**

Urban District - Administrative Coordination and Training – Coordinates district-wide administrative functions and provides training to ensure procedural consistency across units.

Individual tasks related to the duty:

- Schedule and attend meetings, training, and conferences; prepare agendas and transcribe minutes, including for the Belle Isle Park Advisory Committee.
- Arrange travel for District Supervisor.
- Provide training on CAMIS, SIGMA Financial, and Business Intelligence systems.
- Maintain district files in accordance with retention schedules; organize and archive records.
- Assist with procurement planning, vendor registration, and EFT setup.
- Provide temporary coverage and support to units experiencing vacancies or transitions.

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

Milliken State Park and OAC - Public Relations and Visitor Services – Supports front-line operations and ensures a positive visitor experience through responsive service and accurate information.

Individual tasks related to the duty:

- Respond to public inquiries and complaints with professionalism and empathy, coordinate resolution with unit managers.
- Assist with Recreation Passport sales, special event permits, and related documentation.
- Maintain and update brochures, maps, and signage for public distribution.
- Address needs of walk-in visitors.
- Answer telephone calls. Receive and screen visitor information requests. Route messages to appropriate staff or other DNR representatives, state agencies, or local units of government.
- Maintain phone call answering machines.
- Assist with updating park maps, informational flyers, brochures, and electronic media.

Duty 5**General Summary:****Percentage: 10**

Urban District - Miscellaneous Support and Office Operations – Ensures smooth operation of district offices and supports logistical needs across units.

Individual tasks related to the duty:

- Proofread and edit outgoing correspondence for correct grammar, spelling, punctuation, completeness and context.
- Maintain adequate supplies of all forms and order on field requisitions as needed.
- Monitor and order office supplies, IT equipment, and operational materials; coordinate repairs with DTMB.
- Distribute incoming mail and proofread outgoing correspondence; ensure timely communication.
- Operate and maintain office equipment including copiers, printers, and fax machines; coordinate service calls and replacements. Act as district cell phone coordinator.

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

Prioritize administrative and accounting work as applicable to this position. Make corrections within accounting system & determine proper accounting codes to distribute and/or change. Coordinate meetings, distribute requests, review and analyze information and materials, prepare reports and complete financial spreadsheets. Research and solve problems related to accounts receivable, accounts payable and human resource functions.

The Public, Lansing, Urban District, Unit Supervisors and the unit's staff are affected by these decisions.

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

Violation of contracts with vendors and purchasing violations that require higher level authority for resolution.

When no past practice has been established and no policy is available.

When requests are made outside the position's authority or the information submitted is unclear or incomplete.

Decisions pertaining to major complaints.

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.

Office areas can become very busy and crowded in normal day-to-day operational demands. This requires a calm approach to tasks to properly facilitate visitors and employee demands.

Hand dexterity to perform word processing, typing or record keeping.

Sitting, standing, bending and working at a computer for long periods of time. Periodically moves office equipment and supplies as necessary/required. Periodic lifting of supplies less than 50lbs.

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):

- | | |
|---|--|
| <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. |

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?

- The position provides accounting services for the Urban District and their assigned unit which includes: accounts receivable, accounts payable, collections, invoicing, procurement, budget tracking, data collection and analysis, reporting and auditing. Ensure timely depositing and reporting of generated revenues.
- Provides Personnel Transactions and HR Support, and Public Relations and Visitor services, to Milliken State Park and the OAC.
- Distribution and oversight of Unit Supervisors' financial work assignments and provide training on small projects/routine maintenance account requests, budget reporting, spreadsheet completion and accounting practices to ensure uniform compliance for the whole Urban District.
- Distribute, oversee and train employees in cash handling, forms and receipt completion for CAMIS relevant to their unit. Compiles statistics and reports as requested by Management for the Urban District and support units.
- Set-up, schedule, coordinate and attend meetings, training and conferences for Urban District and their units.
- Provide administrative management at these units and other workstations.
- Perform various human resource functions including processing new hires, recalls, departures, and processing payroll.
- Assists with public contact demands of these units.

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

Updated PD to reflect current duties and the creation of new district. Possession of a valid driver's license is now preferred.

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

The mission of the Parks and Recreation division is to acquire, protect and preserve the natural and cultural features of Michigan's unique resources and provide access to land and water based public relations and educational opportunities. The function of this position is to assist the District Supervisor and Unit Supervisors in the day-to-day operation of their units. This position is essential in meeting the considerable budgetary, payroll, and public contact requirements generated by the unit. This position provides Personnel Transactions and HR Support, and Public Relations and Visitor services, to Milliken State Park and OAC. Additionally, this position is essential in providing accounting technician assistance for the entire Urban District. The individual in this position will review, analyze and provide training to ensure accounting accuracy, policy and procedure compliance and consistency throughout the district.

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:

Must possess excellent communication skills.

Ability to interact with the public in a friendly, approachable manner. Ability to disseminate information to the public.

Must be able to interpret various state policies and procedures and make recommendations to management and staff.

Ability to perform mathematical calculations and interpret instructions and guidelines.

Proficiency with personal computer systems and associated accounting software. Microsoft Word, Excel, Outlook.

Ability to maintain detailed and highly accurate records.

Ability to work under pressure with complex work subjects and large amounts of data within short deadlines.

Ability to work independently.

Ability to adapt to changes in work requirements on short notice.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license is preferred.

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.

None

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

RYAN STARKWEATHER

11/18/2025

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