

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

Position Code 1. CALCASTEB05R

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 TREASURY CENTRAL PAYROLL
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description CALCULATIONS ASSISTANT-E	10. Division Office of Financial Services
5. Working Title (What the agency calls the position) Calculations Assistant	11. Section Depository Services
6. Name and Position Code Description of Direct Supervisor LOWELL, JULIE A; DEPARTMENTAL SUPERVISOR-2	12. Unit Remittances and Deposits
7. Name and Position Code Description of Second Level Supervisor MORSE, NANCY A; FINANCIAL MANAGER-3	13. Work Location (City and Address)/Hours of Work 7285 Parsons Drive, Dimondale, MI / 7:30-4:00, 8:00- 4:30 or 8:30 -5:00 Monday-Friday

14. General Summary of Function/Purpose of Position

This position is responsible for verifying, balancing, batching, and preparing remittances for daily deposit, encoding and imaging check deposits, remittance processor and creating the Image Cash Letter (ICL), distributing remittance source documentation, assembling components of the daily deposit, and preparing transmittals for conveyance to bank via courier or remittance processor.

In performing these duties, the position is responsible for promoting and maintaining an environment conducive to continuous quality improvement and for encouraging ideas, input and teamwork.

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: 30**

Batches checks received for daily deposit.

Individual tasks related to the duty:

- Verifies authenticity of the checks received.
- Validates amount of each check to the documentation received with the remittance.
- Reviews remittance documentation for completeness.
- Batches and calculates remittance documents in accordance with end-user instructions.
- Batches checks in preparation for daily deposit.

Duty 2

General Summary: **Percentage: 25**

Prepares remittances received by Office for deposit.

Individual tasks related to the duty:

- Records batching information on spreadsheet.
- Processes checks through remittance processor.
- Encodes and images check deposit.
- Records report totals or encoded check totals on spreadsheet.
- Resolves differences between batch information and encoded totals or ICL report totals.
- Prepares deposit ticket for daily deposit of processed checks.
- Distributes completed batches and batch control sheet to the appropriate location for distribution to end users.

Duty 3

General Summary: **Percentage: 20**

Tracks agency deposits received for transmittal to the bank or ICL deposit retention in OFS. Assembles daily deposit.

Individual tasks related to the duty:

- Records cash and check deposits received daily from other agencies on spreadsheet.
- Assembles components of daily deposit including agency cash and check deposits, and cash and checks received by Treasury.
- Prepares cash deposit.
- Prepares labels for batch header sheets.

Duty 4

General Summary: **Percentage: 20**

Encodes OFS checks, images agency and OFS check deposits, and images returned items in preparation for delivery of deposit to bank or ICL file.

Individual tasks related to the duty:

- Encodes and endorses checks for special deposits and Treasury deposits
- Images agency checks and Treasury deposits in order received
- Processes checks through remittance processor.
- Images Returned Item documents
- Places checks in bank deposit bags and labels bank deposit bags or places checks in ICL deposit retention bins.
- Makes recommendations for quality improvements to current processes related to banking, accounting and related transactions

Duty 5

General Summary:

Percentage: 5

Performs other duties as assigned.

Individual tasks related to the duty:

- Attends training sessions.
- Makes recommendations for quality improvements to current processing related to banking, accounting, and related transaction processing.
- Assists other units in the Office as necessary.

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

Performs tasks in accordance with specific, well-defined procedures, job outlines, and guidelines. At the 5 level, receives direct supervision and follows specific work instructions while developing the skills necessary to perform calculations assistant assignments. At the 6 level, performs a range of calculations assistant assignments in a developing capacity. At the E7 level, uses judgment in making decisions where alternatives are determined by established policies and procedures, such as distribution of remittance documentation to other Treasury Divisions or contacting a remitter for further information in order to properly identify the purpose of a remittance.

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

As required by procedure, or when batches of work are missing or a check received does not appear to be authentic, or when equipment appears to be malfunctioning.

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 Actions: walking, carrying, lifting up to 20 pounds, transporting up to 20 pounds, bending, reaching, standing, sitting, seeing, talking, listening, typing, writing, etc.

Mental Requests: learning, editing, organizing, analyzing, calculating, memorizing, making decisions, etc. Working Conditions/Hazards: This is a general office environment that deals with the general public. It involves the use of a personal computer.

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?

This position exists to perform a variety of computational activities which provide such support services as: verifying, batching, analyzing, and compiling data. Distributes remittance source documentation. Uses a personal computer. Communicates verbally and in writing in an effective manner. Follows oral and written directions.

All duties are essential and cannot be eliminated from this position.

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

Minor wording changes in box 14 and throughout PD. Additional tasks have been added to duties 2-4.

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

Office of Financial Services is responsible for receiving and recording in excess of \$45 billion in annual revenue. This position participates in the batching and related functions associated with processing remittances to the State including processing receipts received directly by Treasury, and deposits received from State agencies. This position verifies, batches, balances, encodes and images checks, and returned items, compiles, and prepares remittance for deposit or remittance processor and creating the Image Cash Letter (ICL).

The Office is also responsible for administration of all statewide bank activity and related contracts, and statewide cash receipting policies and procedures. This position is responsible for the accurate processing of these transactions with proper internal controls through effective functioning of accounting and banking systems.

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:

Calculations Assistant 5

No specific type or amount is required.

Calculations Assistant 6

One year of administrative support experience.

Calculations Assistant E7

Two years of administrative support, including one year equivalent to a Calculations Assistant 6, involving examining, counting, and coding, performing basic mathematical calculations and proofreading numerical data.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of basic mathematics.
Knowledge of classifying and coding data.
Knowledge of computer software such as Microsoft Office, SAP, and the State Treasury Accounts Receivable (STAR) system.
Knowledge of general record keeping and filing systems.
Knowledge of the application of instructions and guidelines of the work area to specific problems.
Knowledge of computer error codes.
Ability to research, interpret, select, and compile data for accounts, reports, records, and correspondence.
Ability to add, subtract, multiply, and divide mathematical figures.
Ability to batch data and materials.
Ability to understand and carry out verbal and written instructions.
Ability to interpret pertinent data.
Ability to compare data from a variety of sources for accuracy and completeness.
Ability to alphabetize, numerically rank, and sort or batch data and/or materials.
Ability to recognize and correct numerical errors.
Ability to follow, apply, interpret, and explain instructions and/or guidelines.
Ability to determine work priorities.
Ability to make decisions and take appropriate actions.
Ability to meet schedules and deadlines of the work area.
Ability to communicate effectively.
Ability to compose routine correspondence and reports.
Ability to type.
Ability to operate standard office equipment.
Ability to multitask.

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.

None

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

SONYA CARTER

4/18/2018

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