

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

Position Code 1. ACCOUNTAC18N

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 LEO
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Finance & Administrative Services
4. Civil Service Position Code Description Accountant-A	10. Division Financial Services
5. Working Title (What the agency calls the position) Accountant - UI Revenue	11. Section Trust Fund Accounting Section
6. Name and Position Code Description of Direct Supervisor SKONIECZNY, MARIA E; ACCOUNTANT MANAGER-15	12. Unit Accounting Unit
7. Name and Position Code Description of Second Level Supervisor CICCONE, DEBORAH; STATE ADMINISTRATIVE MANAGER 17	13. Work Location (City and Address)/Hours of Work 3040 W GRAND BLVD; DETROIT, MI 48202 / 8:00 a.m. to 5:00 p.m.

14. General Summary of Function/Purpose of Position

This position functions as the recognized resource for all Revenue Activities for the Unemployment Insurance Agency. As a senior level accountant in a highly complex work area, this position provides continuous oversight and improvement of the Trust Fund Accounting Sections revenue accounting operations. This position accounts for all of the revenue functions for the UI Trust Fund, Obligation Assessment Fund, and the Contingent Fund. In addition position perform complex analysis and analytical reviews to ensure data integrity and accuracy, this position also performs receivable and trust fund projections based on current and future economic scenarios. This position analyzes on-going program operations and recommends modifications of policies and procedures to achieve greater efficiency and effectiveness.

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: 75

This recognized resource position is responsible for the Revenue Activities, maintaining and improving the Trust Fund Accounting Sections revenue processing. Develops guidelines for the maintenance and reconciliation of financial data; maintains and reconciles the financial control records for revenue; and monitors controls over revenue allocations. Designs, revises, and implements accounting systems and procedures in accordance with generally accepted accounting principles and theories.

Individual tasks related to the duty:

- Performs complex Revenue Analysis on a monthly basis to verify the allocation of revenue on the Trust Fund Accounting System.
- Perform a monthly analysis on the employer Credit Quarter account to ensure all transactions are posting to the GL correctly.
- As a recognized revenue resource person, develop and implement appropriate analyses and studies of the computerized information used in preparing financial and statistical reports of the Unemployment Compensation Fund.
- Research employer electronic payments that do not process through the automated system correctly.
- Prepare journal vouchers and execute special data adjustments into financial automated reporting system records in accordance with accounting practices and procedures.
- Perform audits of financial records and reports received from other units for completeness, accuracy and to ensure proper controls in accordance with generally accepted practices.

Duty 2

General Summary:

Percentage: 10

As a recognized resource position, reviews and prepares financial statements and accounting reports for departmental management and federal agencies. Maintains records and prepares reports and correspondence related to the work. Provides consultation to local governmental units and others regarding accounting systems and generally accepted accounting principles and theories.

Individual tasks related to the duty:

- Create and maintain computerized reports of Trust Fund activity necessary for accurate Trust Fund projections.
- Obtain a thorough understanding of the FUTA credit reduction, Solvency, and other tax changes that impact employers.
- Utilizing expertise in employer tax rates, FUTA, and other indicators, prepare various projections for the Unemployment Trust Fund..
- Perform other analyses on the impact of changes to various tax rate components to determine the impact on the Trust Fund
- Prepare reports for other state governmental units on request.

Duty 3

General Summary:

Percentage: 10

Conducts surveys to prepare recommendations for improvements, controls, new methods, and other changes to improve the efficiency of accounting systems. As a senior level accountant, develop & document new accounting manuals and procedures necessary for accurate financial reporting.

Individual tasks related to the duty:

- Interface with appropriate staff, managers, and directors of the various bureaus to resolve, develop and implement required changes.
- Perform analyses to determine appropriate updates to the tables for the Trust Fund Accounting System. Set up accounting for any new legislative changes impacting the revenues of the Trust Fund, Obligation Assessment and Contingent Funds.
- Assist the section manager by developing, evaluating, and implementing program enhancements and maintenance to the computerized financial reporting system.
- As a recognized resource person, develop and implement appropriate analyses and studies of the computerized information used in preparing financial and statistical reports of the Unemployment Compensation Fund.
- This position will perform as a resource person for all revenue related functions – including the establishment of new federal programs, the programming for employer tax rate changes, and Trust Fund status reporting.

Duty 4

General Summary:

Percentage: 5

Performs related work as assigned.

Individual tasks related to the duty:

- Various projects, reports or analyses which are required from the section.
- Audit response. Compile the agency's response to various audit findings and improvement plans involving revenue. Prepare written follow up correspondence for management review.
- Cross train on other various accounting functions in the Trust Fund Accounting section. Perform as 'back up' for critical daily functions as needed.

- The position is not limited to specific areas listed in this position description.

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

- The daily priority of various functions/projects; ensuring all deadlines are met.
- The accounting impact of various automated activity; the G.L. adjustments necessary to correct various automated activity.
- Independently select a course of action to obtain desired results within the purview of a professional accountant.
- Decisions based on experience and established procedures. The other section accountants are affected by the decisions made; decisions also impact the sections ability to produce financial statements audit purposes.

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

- Recommendations that either affect Agency policy or would significantly impact program financial reporting would require supervisory review and approval.
- Any unusual adjustments that may affect different general ledger accounts.
- When I discover area that reflect a possible control problem or may possess a potential audit consideration.
- Where there is a conflict between resources.

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 Activities: Sitting at a computer terminal often.

Walking to other departments occasionally.

Repetitive use of a keyboard and mouse.

Conditions/Hazards: Predictable 'high-stress' periods with tight deadlines.

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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

I agree

23. What are the essential functions of this position?

This position will function as a recognized resource person for all Revenue Activities for the Unemployment Insurance Agency. As a senior level accountant in a highly complex work area, this position will provide continuous oversight and improvement of the Trust Fund Accounting Sections revenue accounting operations. This position accounts for all of the revenue functions for the UI Trust Fund, Obligation Assessment Fund, and the Contingent Fund. In addition to performing various analysis and analytical reviews to ensure data integrity and accuracy, this position will also perform receivable and trust fund projections based on current and future economic scenarios. This position will analyze on-going program operations and recommend modifications of policies and procedures to achieve greater efficiency and effectiveness.

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

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

The function of the Trust Fund Accounting Section is to provide accurate and auditable financial information for the U.I. Trust Fund, the Obligation Assessment fund and the Contingent Fund. The Trust Fund Accounting Section is also responsible for daily cash management; federal financial reporting; detailed reviews and analysis to ensure data integrity; in addition to providing assistance to other areas in the agency on procedures that have a financial impact.

This is a critical position serving as a recognized resource for the accounting of all UI revenue related activities. This position is responsible for preparing financial projections and analysis that will be utilized by external sources. This position performs analysis necessary to ensure the data integrity of the financial information, and provide solutions to any problems encountered.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree with at least 24 semester (36 term) credits in accounting. The position requires a high level of analytical abilities and a thorough understanding of accounting.

EXPERIENCE:

One year of professional experience performing or auditing the systematic classification and evaluation of accounting data and the preparation of related financial and managerial reports equivalent to an Accountant 11 or Auditor 11.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of automated accounting systems, terminology and common techniques used in locating errors in accounting records.
- Ability to collect and organize accounting data, interprets its significance, and prepares accurate financial reports.
- Ability to present accounting data in a clear and understandable manner to both technical and non-technical users.
- Ability to solve difficult and complex accounting and related financial problems.
- Ability to analyze and recommend improvements in accounting systems.
- Ability to maintain records and prepare reports and correspondence related to the work.
- Ability to communicate effectively, and maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

None required.

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.

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