

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

Position Code 1. ACCOUNTEC05N

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- Labor and Economic Opportunity
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description ACCOUNTANT-E	10. Division
5. Working Title (What the agency calls the position) Accountant – General	11. Section Trust Fund Accounting
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 3024 W. Grand Blvd. Suite 13-350, Detroit, Mi 48202 / 8:00 A.M. To 5:00 P.M.

14. General Summary of Function/Purpose of Position This position is responsible for performing and documenting professional research, analyses, and reconciliations for the Talent Investment Agency's Unemployment Insurance program. Primary responsibilities will include the documentation and maintenance of accounting procedures and MIDAS General Ledger processing specifications; and performing account reconciliations and analyses. Position will provide professional support for the UI programs benefit payment and tax collection activities by researching, collecting, consolidating, and analyzing financial information for financial reporting purposes.
--

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

This position is responsible for procedures and reconciling accounts and activity to ensure accurate financial reporting. Provide support functions for the UIA Accounting Section. Development and maintenance of the accounting and financial reporting procedures and general ledger functionality. Assist in the development of a more automated financial reporting and accounting procedures to achieve greater efficiency and effectiveness. Perform research and analysis which will verify system inputs and outputs.

Individual tasks related to the duty:

Individual tasks related to the duty:

- Researches, collects consolidates, analyzes, and maintains program data necessary to meet program reporting requirements.
- Review and documents accounting reconciliations and procedures; perform reconciliations to ensure documentation accuracy.
- Recommends modifications of policies and procedures to achieve greater efficiency and effectiveness.
- Interprets existing accounting laws, policies, and procedures as they relate to the UI program.
- Documents UIA automated general ledger processes; activity flows, and system procedures as they relate to financial activity.
- Preparation of journal entries into the UIA accounting system and the States financial system, Sigma
- Perform a monthly reconciliations and analyses of various financial activity
- Prepare appropriate analyses of manual and computerized information used in preparing financial and statistical reports of the UI program
- Develop, prepare and implement computerized records, reports and worksheet to be prepared and used by the TFAS accounting and financial reporting staff
- Provide support for the program's audits and reviews; obtain supporting information, assist auditors with automated system functionality, etc.
- Assists the section manager by developing, evaluating, and implementing program enhancements and maintenance to the computerized financial reporting system.

Duty 2

General Summary:

Percentage: 30

Provide support functions for the Administrative Support unit and UIA program areas.

Individual tasks related to the duty:

- Document automated processes and procedure. Prepare conceptual designs and related detail designs for use by IT staff in preparing computer processing changes, as well as input forms and procedures to be used by other UIA related bureaus.
- Assist staff in designing and implementing Accounting spreadsheets, reports, queries and databases.
- Independently designs, implements, and documents personal computer based data collection, processing and reporting systems.
- Designs, implements, and maintains computer databases to record and analyze data on program and service activities.

- Document and support TFAS cashiering functions
- Resolve, develop, and document changes, as requested by the section manager.

Duty 3

General Summary:

Percentage: 30

Other duties as assigned by management.

Individual tasks related to the duty:

- Interface with appropriate staff and manager of the various program areas to resolve, develop and document required changes.
- Independently prepare journal vouchers and execute special data adjustments into financial automated reporting system records in accordance with accounting practices and procedures.
- Release the electronic payment file for benefit payments.
- Cross training in other accounting to provide assistance as needed.
- The position is not limited to specific areas listed in the position description.

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

- Independent “best practice” decisions on a daily basis; decisions are based on professional expertise and in compliance with federal UI regulations and state law.
- 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 made have an impact on the agency; the state; the Michigan UI program; the other section accountants; and on the public. Decisions have a direct impact the sections ability to produce auditable financial statements.

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.
- Area's that reflect a possible control problem or may possess a potential audit consideration.
- Where there is a conflict between resources.
- Cash management issues that are highly unusual 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.

Physical Activities: Sitting at a computer terminal often.

Walking to other departments occasionally.

Repetitive use of a mouse and keyboard.

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?

The essential function of this position is to provide analytical support to the Trust Fund Accounting Sections. This position is responsible for performing and documenting professional research and analysis assignments for the Unemployment Insurance Agency's Trust Fund Accounting Section. Primary responsibilities will include the documentation and maintenance of accounting procedures and MIDAS General Ledger processing specifications. Position will provide support to the UIA's Accounting section, researching, collecting, consolidating, reconciling and analyzing financial information for financial reporting purposes. Ability to deal with predictable 'high-stress' periods with tight deadlines.

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, Obligation Assessment and the Contingent Funds. The Trust Fund Accounting Section is also responsible for daily cash management; federal financial reporting; detailed reviews and analyses to ensure data integrity; performing UI financial projections; in addition to providing assistance to other areas in the agency on procedures that have a financial impact.

This position will perform analyses that are necessary to ensure the data integrity of the financial information, and provide solutions to any problems encountered. This position is also responsible for documenting and maintaining the accounting and system procedures an

processes.

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.

EXPERIENCE:

Accountant 9

No specific type or amount is required.

Accountant 10

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 9 or Auditor 9.

Accountant P11

Two years of professional experience performing or auditing the systematic classification and evaluation of accounting data and the preparation of related financial and managerial reports, including one year equivalent to an Accountant 10, Auditor 10, or Assistant Auditor General 10.

Alternate Education and Experience

Accountant 9 - 12

Possession of a Certified Public Accountant certification (CPA) may be substituted for one year of Accountant P11 experience.

OR

Possession of a Certified Management Accountant certification (CMA) may be substituted for six months of Accountant P11 experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of automated accounting systems, procedures, terminology and common techniques used in locating errors.
- Ability to analyze and assess operations from the standpoint of management controls, systems, and procedures.
- Ability to learn and utilize computer processes, work independently, and solve technical problems
- Ability to formulate plans, procedures, and controls in a program
- Ability to organize and present information effectively
- Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis
- Ability to communicate effectively, and maintain favorable public relations
- Ability to reconcile accounts

**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