State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. ACCOUNTAC85N

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)**
4. Civil Service Position Code Description Accountant-A	**10. Division** **LAW ENFORCEMENT**
5. Working Title (What the agency calls the position) Accountant 12	**11. Section** Support Services
6. Name and Position Code Description of Direct Supervisor CONLEY, KIP, M; STATE ADMINISTRATIVE MANAGER- 1	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor KIEFT, BRANDON, S; STATE DIVISON ADMINISTRATOR	**13. Work Location (City and Address)/Hours of Work** 525 W ALLEGAN ST; LANSING, MI 48933 / M-F/8-5

14. General Summary of Function/Purpose of Position

The division accountant provides accounting expertise and responsibility for reconciling and monitoring revenue and expenditures and preparing financial reports for the Law Enforcement Division. This position is responsible for grants reimbursement and financial reporting. This position assures that the division is adhering to appropriate accounting practices and that all GAAP reporting requirements are met. This position assists the budget specialist in monitoring individual unit accounts and disbursements.

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:** **50**

Provide general accounting services to the division.

Individual tasks related to the duty:

- Maintain and reconcile financial records for expenditures, receipts, encumbrances, receivables, and payables, includes the initiation of adjustments to entries as needed.
- Assist with monitoring fund balances and make adjustments as directed.
- Provide accurate and timely recording of financial transactions in the state accounting system.
- Coordinate year-end closing procedures for the division.
- Prepare monthly financial reports
- Establish and maintain accounts payable, accounts receivable encumbrances during year end closing
- Review SIGMA reports monthly and reconcile revenues, expenditures, and encumbrances. Make corrections when necessary.
- Correct BY/FY errors, federal ineligibles, project/phase errors, SIGMA coding LDPR, units and activity code errors, object code errors.
- Create financial queries using Business Intelligence software.
- Monitor division travel credit card, reconcile use, and prepare reports.
- Monitor and reconcile gift account and airplane revolving fund
- Monitor cash accounts, reconcile expenditures, replenish funds and audit use for compliance with division procedures.
- Prepare journal and inter-agency vouchers. Review and monitor all division impacting journal vouchers and inter-agency charges from other agencies, other divisions and all statewide field offices.
- Prepare labor distribution adjustments and data collection adjustments.
- Assist the budget specialist and section manager as directed.
- Perform other accounting functions and special projects as directed.
- Prepare reimbursement requests for EGLE shared services per DNR/EGLE MOU.

Duty 2

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

Grants financial tracking and reimbursement processing

Individual tasks related to the duty:

- Serve as division financial coordinator for all grants, i.e. FEMA, USFWS, USCG, NOAA, MCOLES, inter-departmental etc.
- Monitor federal and state grant fund expenditures and encumbrances for accuracy and compliance with federal and state grant guidelines.
- Prepare or review inter-agency grants billings.
- Prepare quarterly and final financial reports for each MCOLES grant
- Attend required MCOLES grant application and contract workshops
- Review MCOLES grant applications for financial accuracy

Duty 3

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

Responsible for monitoring all revenue and expenditures for the division to assure that the division is adhering to appropriate accounting practices. Reconcile division revenues, expenditures and encumbrances on a monthly basis against SIGMA records.

Individual tasks related to the duty:

- Receive and reconcile Dept. of Treasury and state court restitution and conservation fee reports.
- Monitor and reconcile miscellaneous revenues and charter boat fees.
- Monitor and reconcile gifts and grants.
- Reconcile court judgments and settlements.
- Process deposits.

Duty 4

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

Assure that the division is adhering to appropriate accounting practices. Establish, monitor and review internal controls for department and division procedures.

Individual tasks related to the duty:

- Develop guidelines for maintenance and reconciliation of financial data, including expenditures, revenues, and encumbrances. Make recommendations for procedural changes in division accounting as needed.
- Participate as member of the division budget control team.
- Assist division management with section and district reviews to determine current expenditure tracking methods, adherence to procedure, and areas of recommended improvement.
- Make recommendation for changes when needed.

Duty 5

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

As the accountant for the division, serve as liaison for all accounting issues, including accounting systems, internal controls and GAAP procedures.

Individual tasks related to the duty:

- Attend meetings on behalf of the division concerning the following areas:
- Division Budget Control Team, division accountant's meetings, Accounting Services Center assessment meetings, Year-End Closing meetings.
- Collaborate with Office of Financial Services on all division accounting issues by serving on committees to improve department accounting.
- Assist Accounting Services Center as directed, with accounting, such as, evaluating current operations, problem-solving, and assisting with miscellaneous projects during peak times.
- Participate on committees related to the improvement of department wide accounting issues, such as year-end closing, coding training, procedural improvements, and program updates.

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

Preparing corrections to transactions based on known activity account coding. Providing assistance to division and department staff in resolution of accounting-related issues for the division.

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

Implementing procedures or transactions that may have an adverse impact on the division or discuss issues or problems that are particularly controversial or critical.

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.

At times, work under extreme pressure to meet department deadlines in a timely manner. Some automobile travel is required.

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?

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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 Support Services Section is responsible for the division support functions, including accounting, budget, purchasing, and invoice payment. This position provides all accounting functions for the division and works with DNR's central accounting staff to provide the accounting expertise the division requires to assure all appropriate accounting practices are carried out.

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 12
Three 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 P11, Auditor P11, or Assistant Auditor General P11.

Alternate Education and Experience

Accountant 9 - 12
Possession of a Certified Management Accountant certification (CMA) may be substituted for six months of Accountant P11 experience.

OR

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to communicate effectively with co-workers and field personnel

Ability to present financial and accounting information to staff with varying levels of knowledge in these areas.

Ability to thoroughly learn and integrate the use of the State's computerized accounting program, MAIN, in daily work

Ability to utilize the MIDB database and Business Object software for the creation of accounting reports.

Ability to analyze and recommend improvements in accounting systems.

Ability to maintain records and prepare reports and correspondence related to the work.

Knowledge of DCDS, Excel and Access databases

Knowledge of generally accepted accounting principles, methods, practices, and terminology.

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.

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**