

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

Position Code 1. STDDADM1Q73N

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 ATY GNRL CENTRAL OFFICE
3. Employee Identification Number 2	9. Bureau (Institution, Board, or Commission) Executive
4. Civil Service Position Code Description State Administrative Manager-1	10. Division Office Fiscal Management
5. Working Title (What the agency calls the position) Chief Accountant	11. Section
6. Name and Position Code Description of Direct Supervisor Ronald W Foss; SENIOR POLICY EXECUTIVE	12. Unit
7. Name and Position Code Description of Second Level Supervisor Veneshia Cezil; Senior Deputy Director	13. Work Location (City and Address)/Hours of Work 525 W. Ottawa, Lansing, MI 48909 / Monday-Friday; 8 a.m. to 5 p.m.

14. General Summary of Function/Purpose of Position

This position functions as the Chief Accountant responsible for assisting the department's Chief Financial Officer in the management of the accounting and budgetary activities of the department. Responsibilities include managing and directing the complex central accounting/financial activities for the Michigan Department of Attorney General. Develop, design and implement the complex department and statewide accounting/financial policies, procedures, and systems. Duties in this position are extensive in scope and exceptionally complex due to the broad range and scope of responsibilities.

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: 70

Manage and direct complex accounting/financial activities.

Individual tasks related to the duty:

- Establish effective systems of internal controls to provide assurance that obligations and costs are in compliance with applicable laws and accounting principles.
- Assure that revenues and expenditures applicable to department operations are properly recorded and accounted for to permit preparation of financial reports and accurate forecasts of the same.
- Reviews and approves all account coding changes and additions to the accounting system to ensure that they are proper and do not result in classification problems or accounting errors.
- Develop methodologies, policies and procedures for complex central cost allocation plans. As a working manager, this position may perform complex cost allocation and reviews all staff allocations for completeness and accuracy.
- Along with State Contractor, develops and administers the complex Federal Cost Allocation Plan and Indirect Rate. Reviews and verifies the accuracy of the plan for both the provisional and the final Indirect Rate.
- Reviews and approves accounting journal vouchers entered by accounting staff.
- During the year and at year-end closing monitors the department's accounting system to identify errors or problems. As a working manager, this position also corrects accounting errors noted via journal voucher entry.
- Establishes year-end closing schedule (or calendar) and monitors all accounting events to ensure timely and accurate closing of the department's accounting records.
- Reviews the annual department's Schedule of Expenditure of Federal Awards for accuracy and completeness.
- Reviews and approves all policies and procedures within the Accounts Payable unit
- Selects and assigns staff, ensuring equal employment opportunity in hiring and promotions, identifies staff development needs and ensures that training is obtained; ensures that proper labor relations and conditions of employment are maintained.
- Conducts staff meetings and conferences with assistants to discuss operating problems, organization, budgetary matters, personnel matters, technical problems, and the status of programs and projects.
- Coordinates work by scheduling assignments.

Duty 2

General Summary:

Percentage: 20

Monitor the department's operating budget expenditures and implement control measures and other safeguards, as required, to maintain expenses within the budget.

Individual tasks related to the duty:

- Review reports and monitor systems with department management to verify the accuracy of transactions and their consistency with the division's budget and initiate control measures, as appropriate.
- Evaluate and compare expenditures with short and long term goals to ensure efficient use of resources.

- Evaluate the changing requirements of systems and customer needs to conserve funds and/or redirect financial resources to other areas as needed.
- Oversee the implementation of policies related to department budgeting and determine priorities and procedures.
- Develop and maintain cost allocation methodology to ensure department activities are appropriately funded by client agencies.
- Develop and document supporting rationale to justify supplemental appropriation requests or transfer requests.
- Consult with Attorney General Division Directors, as necessary, in the development of supplemental, transfer or alternative budget requests.
- Performs the biennial evaluation of the department's internal control environment (ICE).

Duty 3

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Provides financial reports or database queries as requested.
- Participates in various meetings with the Division Chiefs and the Chief Financial Officer throughout the year to discuss budget and accounting issues.
- Participate in various meetings with federal and state officials for the purpose of representing the department in financial matters.
- Performs special financial analysis or tasks as assigned by the Chief Financial Officer.
- Plans and conducts in-service training activities for department personnel in relationship to financial policies and procedures.
- Serve as "backup" to Chief Financial Officer and Buyer Specialist in their respective absences.
- Performs the Agency Security Administrator (ASA) backup role.

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

Responsible for approving day-to-day expenditures from both general & restricted fund accounts. Responding to internal & external requests for information regarding the department's accounting & budget matters. Development of the department's Federal Indirect Cost proposal. Incumbent will have final authority in department's accounting matters.

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

If major or new problems arise out of any independent activities by the incumbent, would seek the assistance of the department's Chief Financial Officer.

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.

There are numerous deadlines and peak workloads associated with performance of this position's responsibilities causing a certain stress in fulfilling these responsibilities. Failure to complete any assigned duty in a timely or accurate manner may result in severe consequences financially or for the department management to the Auditor General.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
Cathy Post	Financial Analyst – A	Jason Smith	Accounting Technician - E
Jordan Wiedbusch	Financial Analyst - E		

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" 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 essential duties of the position are the administration of the department's accounting and financial systems operations. The duties associated include: ensuring funds are in balance; analyzing appropriation bills for affects on department; preparing budget requests; preparing transfers when necessary; maintaining adequate records; and, preparing reports and correspondenceas necessary. The duties associated with financial systems include: recognizing and initiating systems where necessary to increase efficiency department-wide; serving as the Agency Implementation Leader on SIGMA system upgrades; servings as the department's financial report manager; and, serving as the department-wide resource for all accounting and financial systems.

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

N/A.

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

The position is within the Office of Fiscal Managment Division, which is responsible for a wide variety of administrative areas such as accounting, budget, procurement and office services. The position works with Executive management and the department's 24 legal divisions to develop adequate contracts and ensure adherence to state and department requirements.

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 a major in finance, economics, accounting or related field.

EXPERIENCE:

State Administrative Manager 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Alternate Education and Experience

State Administrative Manager 15

Education level typically acquired through completion of high school and two years of safety and regulatory or law

enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of SIGMA, managerial techniques, good personal and professional integrity, good organizational and leadership skills, good written and verbal communications, ability to deal with people at all levels, high degree of initiative.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

N/A

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.

N/A

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