

**State of Michigan
Civil Service Commission**

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

Position Code

1. ACCOUNT

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-MSHDA
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Accountant-E	10. Division Finance
5. Working Title (What the agency calls the position) Grant Accountant	11. Section Core Properties and Intake
6. Name and Position Code Description of Direct Supervisor FEDEWA, JASON; STATE DIVISION ADMINISTRATOR	12. Unit Accounting
7. Name and Position Code Description of Second Level Supervisor SYKES, JEFFREY; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 735 E Michigan Ave - Lansing, MI 48912 / Monday - Friday 8 a.m. - 5 p.m.

14. General Summary of Function/Purpose of Position

This position will produce accounting records for the various grant programs administered by MSHDA. This position will manage the various grant requests to insure MSHDA appropriately recognizes income and expenses, as well as track program administrative fees. This position will work with auditors and other third parties. This position will also assist will account reconciliations and grant recipient financial record reviews.

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

Prepare monthly grant activity reconciliations for MSDHA's general ledger accounts. MSHDA administers a number of grant programs with varying funding sources.

Individual tasks related to the duty:

- Analyze general ledger accounts to determine grant revenues and expenses are posted correctly.
- Provide guidance on preparing corrective entries for discrepancies identified through the reconciliation process.
- Liaison between Finance and the various customers of MSHDA's grant programs, including internal MSHDA staff.
- Ensure reconciliations are completed timely for monthly internal reporting deadlines.
- Assist Finance staff to establish grant funds and draw funds from both the state and federal portals.

Duty 2

General Summary:

Percentage: 30

Work with MSHDA staff to reconcile the grant program administrator's grant balances with Finance's balances. Track administrative fee and revenue/expenditure requirements for each grant program. Each source of funds comes with fluctuating rules and requirements.

Individual tasks related to the duty:

- Maintain a central document that clearly provides a current description of the rules and requirements for each of MSHDA's grant programs.
- Maintain MSHDA's chart of accounts related to grants in the Elite Accounting system, including establishing codes for new activity and programs.
- Work with various MSHDA staff to "on-board" new grant programs. Work with Legal staff to insure these grant programs comply with the various requests and MSHDA's Act.
- Assist Finance staff in finding discrepancies with accounts.
- Seek input regularly from other MSHDA staff for grant reporting improvements

Duty 3

General Summary:

Percentage: 20

Prepare monthly reconciliations of MSHDA's cash accounts and other accounts as needed to complete financials in a timely manner.

Individual tasks related to the duty:

- Prepare journal vouchers for cash transfers, investments, bond activity and others.
- Assist in the preparation of internal monthly, quarterly, and year-end financial statements.

Duty 4

General Summary:

Percentage: 10

Perform other related work as assigned.

Individual tasks related to the duty:

Special projects as assigned. Examples include:

- Preparing schedules during MSHDA's annual budget process.
- Working with other Finance staff to complete grantee financial reviews

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

Producing financial records related to MSHDA grant programs. Production of general ledger activity

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

Changes to the central document that conveys to staff the rules and requirements to the various grant programs administered by MSHDA.

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.

General office environment that may require long periods of sitting, standing, attending meetings, data input, and viewing computer screens.

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?

This position is responsible for the accounting and reporting for MSHDA's grant programs. Provides assistance for all accounting needs during busy periods

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

New position

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

The function of the Finance Division is to maintain MSHDA's accounting records and issue financial statements, oversee the issuance of debt to finance MSHDA's lending activities, invest cash on hand and service MSHDA's loans. This position will maintain the Authority's accounting records and systems and perform account reconciliations related to grant administration.

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 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:

Knowledge of state or federally funded programs.

Proficient in spreadsheet applications.

Knowledge of financial structures.

An understanding of Generally Accepted Accounting Principals and bond accounting.

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.

AMBER MARTIN

12/15/2025

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