

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

<b>Position Code</b> 1. ACCSPL2B65N
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## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> MILEAP
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Operations
<b>4. Civil Service Position Code Description</b> ACCOUNTING SPECIALIST-2	<b>10. Division</b> Accounting and Reporting
<b>5. Working Title (What the agency calls the position)</b> Accounting Specialist	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> LAKE, DAWN M; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> LAKE, DAWN M; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 105 W. Allegan St. Lansing, MI 48933 / Monday-Friday 8:00am-5:00pm

**14. General Summary of Function/Purpose of Position**

This position serves as the accounting specialist for the Bureaus Educational Partnerships, Early Learning and Family Supports, and Strategic Talent Preparation. The position also has the sole responsibility for monitoring and analyzing General Ledger balances monthly which includes monitoring and assessing monthly Business Intelligence reports and year-end disposition checklists for MiLEAP's general purpose and state restricted funds. MiLEAP's budget and organizational structure is highly complex with an annual appropriation of \$2.1 Billion with over 50 funding sources including Federal, Private, and Restricted. This Accounting Specialist is responsible for completing independent research and analysis assignments throughout the year, including but not limited to performing complex revenue and expenditure analysis, monitoring, projecting and forecasting, analyzing and making recommendations for proper treatment of accruals, expenditures and revenue disposition. The position is also responsible for the department's undistributed account, CEPAS Coordination and Credit Card coordination, Interagency Agreements and coordination of federal draws. In depth, specialized knowledge of the following is required: GAAP (Generally Accepted Accounting Principles) and the Statewide Integrated Governmental Management Applications system (SIGMA).

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 has sole responsibility of monitoring and analyzing MiLEAP's complex General Ledger. This position performs the most complex accounting duties of the division, essentially performing pre-year-end closing analysis on a monthly basis. The position is also responsible to ensure all associated year-end closing entries are processed timely and accurately according to DTMB-Office of Financial Management processes, procedures, and deadlines.

**Individual tasks related to the duty:**

- Develop and implement complex accounting coding structures for the effective tracking and monitoring of general purpose and state restricted funds. Develop and maintain financial reports detailing the General Ledger balances.
- Research, compile and analyze accounting data, using extensive knowledge and use of SIGMA screens. Review accounting transactions for accuracy. Reconcile data, researching and resolving any reconciliation problems. Prepare and input accounting entries into SIGMA as needed.
- Prepare monthly management reports of expenditures and outstanding encumbrances. Monitor expenditures and initiate program review where needed. Create queries, scripts and reports in Business Intelligence to assist in expenditure monitoring and analysis.
- Reconcile accounts payable, accounts receivables and deferred revenue balances to SIGMA based on detail from the prior year end closing. This requires a knowledge of accrual-based accounting and the ability to reconcile between appropriation years.
- Monitor General Ledger activity for travel advances, prior year payment cancellations, incorrect object balances and process correcting entries.
- Execute Business Intelligence queries to monitor balances by Fund/General Ledger and compare to detail transactions to identify discrepancies. Review items on the monthly year end disposition checklists to determine the course of action for analysis and correction. This duty requires thorough knowledge of accounting principles to perform closing analysis throughout the year.
- Serves as division expert and liaison in regard to all of the above duties. Responsible for development and maintenance of any policies and procedures that relate to job duties.

**Duty 2**

**General Summary:**

**Percentage: 25**

This position functions as the Bureau's expert in relation to accounting integrity and compliance for all Education Partnerships programs, Early Learning and Family Supports, and Strategic Talent Preparation, non-federal accounting and various other grants.

**Individual tasks related to the duty:**

- Develop and implement complex accounting coding structures for the effective tracking and monitoring of grant funds. Maintain all accounting records, develop and maintain financial reports as needed.
- Research, compile and analyze accounting data, using extensive knowledge and use of SIGMA screens. Review accounting transactions for accuracy. Reconcile data, researching and resolving any reconciliation problems. Prepare and input accounting entries into SIGMA as needed.
- Prepare monthly management reports of expenditures and outstanding encumbrances. Monitor expenditures and initiate program review where needed. Create queries, scripts and reports in Business Objects to assist in expenditure monitoring and analysis.
- Coordinate year end closing procedures with supervisor and accounting staff. Establish receivables and payables before closing cutoff dates.
- Serve as accounting liaison between program and department management. Correspond verbally or in writing to department management and program management in response to specific questions or to clarify information. Provide technical advice and make recommendations to program staff on all accounting issues.
- Responsible for coordination of federal draws and federal reporting for all grants within the Bureau of Education Partnerships, Early Learning and Family Supports, and Strategic Talent Preparation.

**Duty 3**

**General Summary:**

**Percentage: 20**

This position has sole responsibility for the department's undistributed account, CEPAS Coordination and Credit Card Coordination.

**Individual tasks related to the duty:**

- Reconciling the department's undistributed report monthly. Identify entries that need to be moved to specific areas within department. Investigate any discrepancies and contact Treasury to determine if errors were made. Communicate with other departmental accounting staff to determine if unidentified funds belong to programs they administer.
- Centralized Electronic Payment Authorization System (CEPAS) Coordinator for the department. Responsible for implementing, monitoring and managing the receipting for credit cards and e-check transactions for the agency, as well as attend meetings to discuss credit card and e-check processes, developments, security and problems or concerns.
- Credit Card Coordinator for the department. Responsible for implementing, monitoring and managing all Credit Card acceptance agreements with Treasury and the related program areas, addressing all questions, problems and concerns.

**Duty 4**

**General Summary:**

**Percentage: 10**

This position will facilitate the department's one time funding projects and special state grants.

**Individual tasks related to the duty:**

- Research, compile and analyze accounting data, using extensive knowledge of SIGMA screens. Review grants for accuracy. Reconcile data and research and resolve any reconciliation problems. Prepare and input accounting entries into SIGMA.
- Monitor these one time projects and special state grants for progress throughout the year and at year-end set up the appropriate entries for these grants.

**Duty 5**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- Research special requests assigned by the Chief Accountant or the Chief Financial Officer.
- Research complex projects required by auditors.
- Special projects as assigned by the Finance Manager

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

This position is required to work with considerable independence. Daily decisions relating to appropriated fund activities, analyzing and preparing complex journal entries that affect multiple General Ledger accounts. Improper decisions could result in the loss of funding needed to fund department programs. Improper decisions could result in programs overspending their state authorization or exceeding their headcount limit.

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

Work is performed independently, and considerable independent judgment is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation, to determine appropriate courses of action. Employee would advise their supervisor of problems relating to general purpose and state restricted revenue, including insufficient funds and insufficient authorization or when policy conflicts with GAAP. Employee would advise of potential budget shortfalls and recommend remedial action.

**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.**

Normal office environment with periodic intense required deadlines for federal reporting and year-end closing activities.

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):

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input 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?

This position serves as the accounting and revenue services General Ledger Specialist. The position has the sole responsibility for monitoring and analyzing General Ledger balances on a monthly basis which includes monitoring and assessing monthly Business Intelligence reports and year-end disposition checklists for MiLEAP's general purpose and state restricted funds. MiLEAP's budget and organizational structure is highly complex with an annual appropriation of \$2.1 Billion with over 50 funding sources including Federal, Private, Local and Restricted. This Accounting Specialist is responsible for completing independent research and analysis assignments throughout the year, including but not limited to performing complex revenue and expenditure analysis, monitoring, projecting and forecasting, analyzing and making recommendations for proper treatment of accruals, expenditures and revenue disposition. The position is also responsible for CEPAS Coordination, the MiLEAP undistributed account, and Interagency Agreements. In depth, specialized knowledge of the following is required: GAAP (Generally Accepted Accounting

Principles) and the Statewide Integrated Governmental Management Applications system (SIGMA).

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

Revised duties of this position by removing Higher Education area and the task of IT billing and related allocation and adding Early Learning and Family Supports and Strategic Talent Preparation. Added facilitating one time funding projects and special state grants. These changes are due to MiLEAP being relatively new and additional areas have been added since this position was last filled and reassignment of tasks within finance.

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

This work area works to support the Michigan Department of Lifelong Education, Advancement, and Potential, and its employees in their day-to-day operations through providing accounting and financial expertise. In combination with the support staff, this position will be responsible for overseeing the financial reporting data for the Department, ensuring that department-wide transactions are processed accurately and efficiently, establishing and implementing appropriate accounting policies and procedures, establishing and implementing appropriate financial controls, and supporting the work of the CFO as needed.

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:

**Accounting Specialist 13 - 15**

Four years 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, Auditor, or Assistant Auditor General including two years equivalent to an Accountant P11, Auditor P11, or Assistant Auditor General P11 or one year equivalent to an Accountant 12, Auditor 12, or Assistant Auditor General 12.

**Alternate Education and Experience**

**Accounting Specialist 13 - 15**

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 certificate (CPA) may be substituted for one year of Accountant experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of methods of planning, developing, and administering programs.
- Knowledge of state and federal laws and legislative processes related to the work.
- Knowledge of reporting methods and techniques.
- Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.
- Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.
- Ability to plan, coordinate, and expedite work projects.
- Ability to interpret complex rules and regulations.
- Ability to communicate with others verbally and in writing.
- Ability to communicate effectively will all levels in the organization or outside agencies.
- High degree of initiative and willingness to assume greater levels of responsibility.
- Knowledge of SIGMA, Business Intelligence and databases preferred.

**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.

N/A

***I certify that the entries on these pages are accurate and complete.***

MICHAELA CAREY

1/28/2026

\_\_\_\_\_  
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