

**State of Michigan
Civil Service Commission**

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

Position Code

1. ACCTTCHED48R

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

14. General Summary of Function/Purpose of Position

The position performs a full range of assignments to resolve vendor payment issues and ensure the integrity of the payment process, including pre-auditing, processing, reconciling, and releasing payments. This position also is responsible for the receipting payments into the department, recoupment of payments and reclassification, and stop/cancel payments in SIGMA. In addition, this position will also provide back-up support in other areas.

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

Responsible for reviewing, authorizing, and processing vendor invoice payments. Verify that State of Michigan and agency policies are followed for the processing of vendor invoices and related grant payments. This process necessitates communication and correspondence with employees and supervisors. This process is very time sensitive, and work must be processed efficiently.

Individual tasks related to the duty:

- Pre-audit all payments to ensure accuracy and prevent duplicate payments.
- Verify appropriateness and completeness of documentation, based upon policies, procedures, and signature of authorized authorities.
- Enter all payments for various award types, such as Direct Order (DO), Purchase Order (PO), Grants Given (GG), etc. into the SIGMA financial system. Reviews all payment requests for accuracy and completeness.
- Identify any processing errors and make appropriate corrections.
- Utilizing Business Intelligence and SIGMA to research unpaid, rejected, pending or missing payments.
- Analyze, design, and prepare proper supporting documentation such as financial spreadsheets, reflecting items such as accounts payable and prior year payments.
- Route documents to appropriate location to facilitate proper retention.
- Analyze and prepare necessary adjustments to official accounting records.
- Monitor payments to ensure the fiscal year is properly identified.
- Assist with establishment of accounts receivable and accounts payable at year-end.
- Monitor appropriation accounts to ensure payments do not create insufficient funds and there is adequate funds remaining to cover ongoing expenditures.
- Advise and enforce business unit staff of the processes that need to be followed during the transition period between fiscal years.

Duty 2

General Summary:

Percentage: 20

Receipting all payments received within the department, recoupment of payments and reclassification, and stop/cancel payments in SIGMA.

Individual tasks related to the duty:

- Receipt all payments received into SIGMA, identify what program each receipt of funds belongs to, reach out to program area notifying them of funds received and related supporting documentation.
- Work with program areas to identify proper SIGMA coding.
- Work with program areas receiving recoupments to identify where funds need to be reclassified.
- Enter stop payments into SIGMA when payments are lost or not received.
- Cancel payments in SIGMA when necessary.
- Work with program areas needing assistance with status of check receipting process, stop payments and cancellations, and recoupments.

Duty 3

General Summary:

Percentage: 10

Reissue warrants that were returned undeliverable and/or never received by payee, refunds, or payments that were issued for the wrong amount. Analyze and reconcile accounting financial and expenditure reports and other duties as assigned.

Individual tasks related to the duty:

- Research origin of payment.
- Request stop payment through Treasury when required.
- Document reissuance of original authorization, ensure maintenance of proper audit trail.
- Reauthorize replacement warrant.
- Monitor appropriation accounts to ensure payments do not create insufficient funds and adequate funds are available to cover ongoing expenditures.
- Analyze and reconcile accounting financial and expenditure reports, view budgetary, revenue, expenditure, disbursement, journal vouchers, payroll, subsidiary system and SIGMA generated financial reports.
- Ensure errors are identified and properly corrected, transactions are released, revenue recorded and errors are sufficiently resolved with all batches allowing payments to post timely.
- Determine proper application of guidelines to specific situations.
- Other duties as assigned.

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

Make decision and use discretion in auditing of all vendor payment requests. Ensure guidelines and procedures for the department are followed. Resolve vendor payment issues. Program areas and vendors are impacted by these decisions.

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

Auditing and releasing documents over a specified dollar amount. Any issues that may arise and be questionable 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.

Standard office environment.

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 is responsible for reviewing, processing, and maintaining vendor payments requests. This position performs a full range of assignments to resolve vendor payment issues while ensuring the integrity of the payment process, including pre-auditing, processing, and approval of these requests.

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

Revised to more accurately reflect responsibilities including deletion of processing of employee travel expense reimbursements and is now being done by another area and addition of receipting, recoupments and processing stop/cancel payments in SIGMA for the department. Receipting was being contracted with another agency and that agreement has been terminated. The recoupments and processing of stop/cancel payments was not assigned to any accounting position.

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

The function of the Accounts Payable/Accounts Receivable work area is to process payments, receipts, and related services to internal and external customers of MiLEAP. This position may serve as an entry level Accounting Technician up to an experienced level responsible for supporting the mission of the work area.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Accounting Technician 7

One year of experience involving posting to ledger accounts, reconciling accounts, executing adjustments, and preparing financial statements equivalent to an Accounting Assistant E7.

Accounting Technician 8

Two years of experience involving posting to ledger accounts, reconciling accounts, executing adjustments, and preparing financial statements, including one year equivalent to an Accounting Technician 7 or an Accounting Assistant 8.

Accounting Technician E9

Three years of experience involving posting to ledger accounts, reconciling accounts, executing adjustments, and preparing financial statements, including one year equivalent to an Accounting Technician 8, two years equivalent to an Accounting Technician 7, or one year equivalent to an Office Supervisor with a subclass code of BKPS.

Alternate Education and Experience

Accounting Technician 7

Completion of two years of college (60 semester or 90 term credits) with at least 16 semester (24 term) credits in accounting courses may be substituted for the experience requirement.

Accounting Technician 8

Possession of a Bachelor's degree with at least 16 semester (24 term) credits in accounting courses may be substituted for the experience requirement.

Accounting Technician E9

Possession of a Bachelor's degree with at least 16 semester (24 term) credits in accounting courses and one year of job-related experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of bookkeeping and accounting procedures, practices, methods, techniques, and terminology.
- Knowledge of governmental accounting practices.
- Knowledge of automated accounting systems.
- Knowledge of business management practices.
- Knowledge of common techniques used in locating errors.
- Knowledge of common techniques used in locating errors.
- Knowledge of office equipment, materials, and supplies.
- Knowledge of governmental budgeting procedures.
- Ability to analyze financial records in ascertaining facts.
- Ability to plan, organize, and handle office procedures in maintaining an even flow of work.
- Ability to collect and organize accounting data.
- Ability to make arithmetic computations.
- Ability to assemble and compile pertinent data and prepare financial and statistical reports.
- Ability to communicate effectively.
- Ability to maintain favorable public relations.

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