

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) Natural Resources
4. Civil Service Position Code Description ACCOUNTING ASSISTANT-A	10. Division Parks and Recreation
5. Working Title (What the agency calls the position) Accounting Assistant A	11. Section Cadillac District
6. Name and Position Code Description of Direct Supervisor DIETRICH, BENJAMIN R; PARK AND RECREATION SUPV-4	12. Unit MITCHELL STATE PARK / WHITE PINE TRAIL STATE PARK
7. Name and Position Code Description of Second Level Supervisor CLINE, KASEY A; PARK AND RECREATION MANAGER-3	13. Work Location (City and Address)/Hours of Work 6093 E M-115, Cadillac, MI 49601 / 40 hours per week, 8:00am-4:30pm Mon-Fri

14. General Summary of Function/Purpose of Position

This position serves as administrative support for park operations, state forest campgrounds, and boating access site programs for Mitchell State Park, including the Carl T. Johnson Hunting and Fishing Center, the Cadillac Pathway non-motorized trail, 3 ORV trailheads, the White Pine Trail State Park and one equestrian campground. The person in this position must have the ability to independently coordinate and organize clerical, bookkeeping, accounting, personnel, public relations and park and recreation activities. This includes responsibility for small project accounts, accounts payable, accounts receivable, financial and budget reports/reconciliation, Human Resources duties, public relations and general office operations. This person also assists with other units within the Cadillac District as needed, with the campground host program, tracks volunteer hours, and serves as liaison to staff and upper-level management, providing training, information and guidance to employees for the efficient operation of this location.

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

Accounting and Finance:

Provides accounting support to the unit. Completes and oversees all duties related to revenues and expenditures for the unit.

Individual tasks related to the duty:

- Audit invoices, statements, travel expense vouchers.
- Process all invoices for payment through SIGMA.
- Prepare unit use permits, including invoicing, organization campground rentals, park events.
- Prepare delivery orders and requisitions.
- Maintain records and follow up on accounts receivables/payables with vendor accounts.
- Compile, review, maintain audit and monitor all financial transactions, using CRS.
- Oversee the work and cash handling practices of all staff data entry in CRS.
- Process self-registration and violation notices, along with collection of unpaid fees.
- Balance staff cash boxes, issue Recreation Passports, issue change funds and reconcile unit change funds weekly.
- Run accounting reports, such as expenditures, encumbrances, payroll; review and verify accuracy.
- Assist unit supervisor with development of annual budget requests. Assist in the tracking of the unit budget.
- Audit Vehicle Travel Services (VTS) driver logs and collect fuel and repair receipts for the unit.
- Order Recreation Passports on annual basis. Prepare weekly reconciliation of Recreation Passports including permit inventory and required reports as scheduled to Finance & Operations.
- Prepare and make bank deposits.
- Audit and compile Procurement Card Data logs and reports for the Units within your responsibility.
- Enter utility data into the Energy Usage Database
- Assists Unit Supervisor in the training of employees on cash handling procedures.
- Comply with DNR and Division cash handling policies and procedures.
- Set up contracts, obtain price quotes, vendor bidding, field requisitions in SIGMA.
- Comply with DTMB policies for the purchase of goods and services, utilizing SIGMA to set up new requests.
- Assist vendors wishing to register their business with the State of Michigan by Electronic Fund Transfer.
- Answer customer and vendor inquiries about financial transactions.
- Register Camps as needed.

Duty 2

General Summary:

Percentage: 20

Human Resources:

Responsible for the Human Resources functions of the unit's employees

Individual tasks related to the duty:

- Process all personnel forms and packets for new, returning and transferring employees.
- Audit time and attendance for all unit employees. Enter employee time into SIGMA. Process payroll adjustments in SIGMA.
- Audit Business Intelligence reports of bi-weekly payroll and submit requests for corrections.
- Maintain confidential personnel files for state workers.
- Maintain records per records retention schedule.
- Prepare employment interview paperwork. Participate on interview panels and staff orientation as requested.
- Interpret, implement and apply state, department, division and park policies/procedures and rules/regulations, as well as personnel policies/procedures, civil service rules/regulations.

Duty 3

General Summary:

Percentage: 15

Customer Service/Public Relations

Individual tasks related to the duty:

- Assist walk-in customers.
- Answer unit telephone calls. Route messages to appropriate staff member or DNR division, agency or local unit of government.
- Distribute information and flyers.
- Provide park information.
- Sell Recreation Passports and campsites within the unit.
- Check answering machine messages.
- Assist with the updating of park maps, flyers, brochures, bulletin boards and electronic media.
- Assist with the action track chair program.
- Maintain lost and found item records.

Duty 4

General Summary:

Percentage: 15

Miscellaneous Administrative/Clerical Support

Individual tasks related to the duty:

- Open, sort and distribute incoming mail to the appropriate staff.
- Maintain the inventory of office supplies and order as needed.
- Update various division and department manuals.
- Attend training sessions and meetings as directed.
- Operate office equipment, including computers, copiers, printers, facsimile, credit card processors, phone system. Provide training and assistance to other employees in the operation of this equipment. Determine service requirements for this equipment. Make office equipment recommendations. Work with DTMB on equipment repairs.
- Help to keep the office area clean and free from clutter.
- Maintain a public contact station and dispense information, make permit sales, collect fees, provide directions, etc. Become knowledgeable of the park amenities and information and other local offices and operations.
- Under the direction of the Park Manager, respond to verbal and written inquiries for information about the park and park system, along with other divisions within the DNR.
- Maintain calendars of events and activities in the park.
- Maintain lost and found records.
- Schedule meetings for Park Manager and Park Supervisor.
- Hire, schedule and oversee Campground Host Program.
- Record and track volunteer hours.

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

Prioritize administrative and accounting work tasks assigned to the position.
Make corrections within the accounting system, set up new vendors and determine proper accounting codes to distribute and/or change.
Coordinate meetings.
Prepare reports and complete financial spreadsheets.
Research and resolve problems related to accounts receivable, accounts payable and human resource functions.

The public, Division staff, District staff, Unit Supervisors and unit staff are affected by these decisions

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

Violations of contracts with vendors.
Purchasing violations that require higher level authority for resolution.
When no policy is available and when no past practice is established.
When requests are made outside the position's authority, or when information submitted is incomplete or not clear.
Decisions relating to complaints.

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.

Hand dexterity to perform data entry and typing.

Sitting, standing, bending and working at a computer for long periods of time. Periodically move office equipment and supplies.

Periodic lifting and carrying of supplies less than 50 lbs.

The office area can become very busy and crowded with numerous interruptions from staff, visitors, and telephone calls. This environment requires a calm approach to complete tasks in order to properly facilitate visitor and staff demands.

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

Provide accounting services for the unit, including accounts receivables, accounts payables, collections, invoicing, procurement, budget tracking, data collection and analysis, reporting and auditing. Ensure timely depositing and reporting of generated revenues.

Perform various human resource functions, including processing new and returning hires, departures and payroll.

Assist with the public contact demands of the unit.

Manage daily office operations and assist the units' staff, as needed.

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

Work location, unit, and department code have changed and box 14 updated. Duties and tasks remain the same.

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

The mission of the DNR Parks and Recreation Division is to acquire, protect and preserve the natural and cultural features of Michigan's unique resources and provide access to land and water based public recreational and educational opportunities. The function of the position is to assist the park manager in the day-to-day operation of the unit, by providing accounting and human resources duties.

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 Assistant 8

Three years of administrative support experience, including one year equivalent to an Accounting Assistant E7, involving posting financial data to ledgers, preparing invoices, billings and/or vouchers, reviewing and coding financial information, and maintaining account balances.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must possess excellent verbal and written communication skills.
Ability to interact with staff and the public in a friendly, approachable manner. Ability to disseminate information to the public.
Must be able to interpret various state policies and procedures and provide recommendations to staff.
Ability to perform mathematical calculations and interpret instructions and guidelines.
Proficiency with personal computer and associated accounting software, such as Microsoft Word, Excel, Access, and Email.
Ability to maintain detailed and accurate records.
Ability to work under pressure with complex work subjects and large amounts of data within short deadlines.
Ability to work independently and meet work deadlines.
Ability to adapt to changes in work requirements on short notice.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license.

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.

RYAN STARKWEATHER

7/29/2025

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