

1. Position Code ACCTTCHAB82R

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

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POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.) _____	8. Department/Agency Natural Resources
3. Employee Identification Number _____	9. Bureau (Institution, Board, or Commission) _____
4. Civil Service Classification of Position Accounting Technician A	10. Division Finance and Operations and Support
5. Working Title of Position (What the agency titles the position) Accounting Technician	11. Section Facilities, Operations and Support
6. Name and Classification of Direct Supervisor Aaron Crawford, Administrative Manager 2	12. Unit Northern Michigan Administrative Area
7. Name and Classification of Next Higher-Level Supervisor Jeff Sears, State Administrative Manager 1	13. Work Location (City and Address)/Hours of Work Newberry Customer Service Center 5666 State Highway M 123 Newberry, Michigan 49868 OR Sault Ste. Marie CSC 4131 S. M-129 Hwy, Sault Ste. Marie, MI 49783 8:00am – 5:00pm Monday - Friday

14. General Summary of Function/Purpose of Position

Serve as recognized resource for Newberry Customer Service Center Department of Natural Resources (DNR) staff by coordinating and directing all business-related services based upon a thorough knowledge of Executive Directives, Department of Technology, Management and Budget (DTMB) rules and regulations and DNR policy and procedure. Serve as technical expert and liaison in the most complex areas of accounting, procurement and budget support, including, but not limited to: accounts payable, purchasing, financial reporting and the interpretation and development of policies and procedures in accordance with standard accounting practices for the assigned divisions and offices within the Eastern Upper Peninsula (EUP) geographic area of the Northern Michigan Administrative Area (NMAA). Prepare and analyze financial reports including

the adjustment of accounting records. Plan, develop and conduct training for professional and technical level staff in the areas of accounting and purchasing.

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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 % of Time 30

Utilizes extensive knowledge of DNR, DTMB and Civil Service policy and procedure and Generally Accepted Accounting Principles (GAAP) while processing payments, requisitions and vouchers to vendors, other state agencies, and employees according to DTMB and DNR policies and procedures. Establishes guidelines and prioritizes the work process such as setting deadlines, researching funding sources, and acting as a liaison with field staff, divisional accounting staff, DNR buyers, and DTMB buyers.

Individual tasks related to the duty.

- Use extensive knowledge and judgment to determine if purchasing violations have occurred and proper contracts are being utilized. Recommend corrective action if violations are found.
- Analyze data to evaluate and determine adherence to DNR and DTMB policies, procedures, and directives.
- Audit and enter procurement transactions from state credit card charges and ensure that Division and DNR purchasing guidelines are followed.
- Monitor state contracts and blanket purchase orders to ensure program staff comply with appropriate purchasing policies and procedures.
- Prepare Payment Request Commodity Based (PRC) documents and audit travel reimbursement requests in SIGMA after verifying supporting documents for accuracy and completeness.
- Process journal vouchers (JV1) in accordance with DNR accounting policies and procedures.
- Prepare requisitions by verifying required approvals, send out bids if necessary, and enter in SIGMA for purchase order or delivery order issuance.
- Serve as technical expert for field staff in areas of accounting and procurement policy and procedure.
- Continually review and incorporate any changes, updates, or new accounting, procurement, SIGMA and VTS policies and procedures and communicate to appropriate DNR staff within the EUP geographic area of the NMAA.
- Ensure vendors are registered in SIGMA.
- Review documents for accuracy and completeness to insure proper controls according to various State of Michigan and DNR policies and GAAP.
- Recommend revision to policy and procedure to achieve greater efficiency and effectiveness and resolve problems.

Duty 2

General Summary of Duty 2 % of Time 25

Function as the recognized resource in procurement activities related to commodities and services for all DNR staff and DNR field offices within the EUP geographic boundaries of the NMAA.

Individual tasks related to the duty.

- Serve as the recognized resource for staff in areas of accounting and procurement policy and procedure. Interpret complex policies and procedures, establish guidelines and apply. Assist, direct, advise and train program staff on DNR procurement, DTMB Acquisition Services and Civil Service policies and procedures including, but not limited to: master contracts, annual and recurring contractual services, major and minor construction projects, repairs and improvements to land and facilities; liability and workers' compensation insurance compliance with applicable rules and regulations. Continually review and incorporate changes and updates.
- Research and develop contract specifications and terms and conditions, solicit bids; review, evaluate and verify documentation.
- Enter field requisitions and process payments against contracts. Process contract modifications including, but not limited to, cancellations and liquidations. Monitor state contracts and blanket purchase orders to ensure purchasing compliance with appropriate policy and procedure.
- Ensure vendor registrations are current and compliant with Electronic Funds Transfer (EFT) requirements and act as liaison with vendors and SIGMA Vendor Self Service registration.
- Assemble, compile and analyze complex data to evaluate and determine adherence to DNR and DTMB policies, procedures and directives.
- Use extensive knowledge and judgment to determine if purchasing violations have occurred and/or whether the proper contracts are being utilized. Recommend corrective action if violations are found.
- Recommend revision to policy and procedure and practice techniques developed to achieve greater efficiency and effectiveness.
- Provide recommendations to professional level staff.

Duty 3

General Summary of Duty 3 % of Time 25

Function as the recognized resource financial resource for DNR staff within the EUP geographic boundaries of the NMAA. Compile, extrapolate and interpret data. Audit financial and budget reports for accuracy and completeness, data analysis and reconciliation. Extensive knowledge of various financial software applications, practices and techniques is required to design and develop Ad Hoc reports as well as with the interpretation of data. Train professional level staff in the use and analysis of financial summary and expenditure detail reports. Review changes in policy/procedure and its impact on operations; write and revise procedures to accommodate changes and to ensure consistency in form and format. Interpret existing and proposed complex policy or procedure as they relate to accounting or procurement.

Individual tasks related to the duty.

- Compile, analyze, monitor, and reconcile complex financial, statistical and other programmatic data. Write queries and scripts, design report formats and data sets using various software applications including but not limited to: SIGMA Business Intelligence, Management Information Data Base (MIDB), Vehicle Travel Services (VTS), Bank of America (BOA), Microsoft Access, Microsoft Excel, and Microsoft Word. Prepare and audit financial and budget documents for accuracy and completeness and interpret data.
- Interpret financial data and take appropriate actions as needed. Process adjustments or corrections to accounting records by preparing and authorizing corrections to formal accounting records. Maintain and reconcile control records.
- Review and analyze financial summary and expenditure detail reports or documents, including but not limited to, expenditures and encumbrances in capital outlay, special maintenance, Contractual Services, Supplies and Materials (CSS&M), procurement cards, Vehicle Travel Services (VTS) and travel for Managers, Supervisors and/or offices within the EUP geographic boundaries of the NMAA.
- Answer inquiries on all types of financial transactions and resolve problems with other accounting/procurement staff, field staff, area managers and vendors.
- Provide specific information on wide range of financial aspects to employees, the public and vendors by telephone, written correspondence or verbally by utilizing extensive knowledge of related subject matter.
- Resolve complex problems in the work area by analyzing the issue(s), identifying the means to eliminate or minimize the problem, implementing the solution, and ensuring that others are aware of the appropriate methods to be used to prevent future problems and obtain the desired results.
- Audit program budgets and cost accounting databases.
- Prepare bank deposits and receipt them.

Duty 4

General Summary of Duty 4 % of Time 10

Provide administrative support, when needed, in compliance with DNR policies and procedures, as well as other duties as assigned.

Individual tasks related to the duty.

- Reconcile cash register with RSS report in adherence with DNR policies and procedures at close of business.
- Prepare bank deposits; receipt them and forward paperwork to Lansing.
- Provide back-up to Administrative Manager regarding facility issues, DNR policies and procedures, and any other administrative questions that may arise when the administrative manager is not available.
- Train and monitor staff to prepare receiver (receiving) documents and PRC documents for utility invoices in SIGMA.
- Receive and complete special projects as assigned.
- Prepare outgoing mail and distribute incoming mail when it has been received.
- Provide administrative support back-up to other administrative support as assigned or needed.
- Perform other duties as assigned.

Duty 5

General Summary of Duty 5 % of Time 10

Provide customer service to the public, vendors, and DNR or other agency staff.

Individual tasks related to the duty.

- Provide information via telephone, personal contact, and/or written or electronic in a timely manner to the public, vendors, employees and staff of other agencies.
- Assist, direct, and advise vendors related to all aspects of DNR financial management and business practices.
- Review department policies, procedures, rules, regulations, and press releases as needed in order to provide efficient customer service.
- Compose and type correspondence and documents as needed ensuring all DTMB and DNR policies and procedures are followed.
- Assist in registration of Fish and Wildlife to verify usage of the correct licenses/permits, as well as the collection of required specimens.
- Utilize the Retail Sales System (RSS) to sell DNR licenses, permits, and applications to the public.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Setting work priorities to ensure efficient and effective administration of various accounting, bookkeeping and purchasing responsibilities.
 Developing and implementing procedures and practices to improve methodologies for all staff and offices within the EUP geographic area of the NMAA.
 Interpreting complex policies, procedures, rules and regulations for all Supervisors, Managers, staff and offices within the EUP geographic region of the NMAA.
 Providing specific information to employees, vendors, and the general public related to the DNR, DTMB, Civil Service and the State of Michigan.
 Resolution of complex problems.
 Processing corrections or adjustments to formal accounting records.
 Writing financial queries and scripts, designing report formats and interpreting the data.
 Training – develop context and content, methods and materials.
 Implementing procedural changes based on the revision of policy.
 Establishing guidelines.

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

When no past practice has been established. When there is no policy or procedure available. When requests are made outside position’s authority or information submitted is unclear or incomplete. Violations of policy and procedure.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Physical effort and environmental conditions are consistent with those exposed to in a normal business office. These include sitting and utilizing a personal computer for extended periods of time and filing.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. My responsibility 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. |

21. *I certify that the above answers are my own and are accurate and complete.*

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential duties of this position?

Perform complex assignments in all areas of accounting, procurement and control records utilizing extensive knowledge of policy and procedure and rules and regulations. Function as the recognized resource within the EUP geographic region of the NMAA and use personal judgment and extensive knowledge to evaluate procedural changes and impacts and recommend and implement changes as required. Establish guidelines and set priorities. Research and interpret complex technical data and effectively communicate financial and procedural data and/or updates to DNR staff and offices. Provide accounting and procurement support to all DNR staff in all divisions within the EUP geographic region of the NMAA. Review budgets and financial statements, process payments and provide information to staff, vendors, the general public and other State of Michigan agencies.

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

Procedural complexities due to Executive Directives and changes to the State of Michigan purchasing policy require the position to function functioning as the recognized resource in all accounting and procurement areas for staff at the Newberry Customer Service Center and Field Offices within the NMAA geographic area. This position interprets the complexities of the procedures as well as the results. SIGMA training material content, method and materials have been implemented to train staff in the EUP geographic region of the NMAA.

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

The work unit provides facilities and administrative support to all DNR staff within the NMAA geographic area, including accounting and procurement functions that are part of that administrative support.

26. In your opinion, 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:

Four years of experience involving posting to ledger accounts, reconciling accounts, executing adjustments and preparing financial statements including one year equivalent to an Accounting Technician 9 or two years equivalent to an Office Supervisor with a subclass code of BKPS.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must be able to interpret policy and procedure and communicate complex information to the public, vendors and DNR staff. Extensive knowledge of personal computers and business tools such as SIGMA Financial including auditing travel expenses, Procurement Cards, and SIGMA Business Intelligence, MIDB, JV1, VTS, BOA, Excel, Word and Skype. Ability to complete complex work assignments and maintain detailed and highly accurate records while working under pressure with complex work subjects and large amounts of data within short deadlines. Must have thorough knowledge of State of Michigan rules and regulations relating to purchasing and accounting. Must have the ability to analyze complex financial documents and report findings. Must have the ability to work independently, be tactful, honest, and trustworthy.

CERTIFICATES, LICENSES, REGISTRATIONS:

A valid Michigan's Drivers License is preferred.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

Appointing Authority's Signature

Date