

**State of Michigan
Civil Service Commission**

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

Position Code

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 EDUCATION
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) Education
4. Civil Service Position Code Description ACCOUNTING TECHNICIAN-A	10. Division Office of Financial Management
5. Working Title (What the agency calls the position) Accounting Technician 10	11. Section Administration and School Support Services
6. Name and Position Code Description of Direct Supervisor ZUKER, ROSE M; STATE ADMINISTRATIVE MAN-FZN	12. Unit Accounting
7. Name and Position Code Description of Second Level Supervisor SIMMONS, SPENCER; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 608 W ALLEGAN ST; LANSING, MI 48915 / Monday - Friday, 8:00 am - 5:00 pm

14. General Summary of Function/Purpose of Position

The position serves as the SIGMA systems recognized resource performing accounting technician assignments. The position is responsible for maintaining records of disbursements and other financial encumbrances related to purchase orders, contracts, and other payment related activities. In addition, the position develops and implements guidelines, policies and procedures designed to improve controls, methodologies and also to improve the Department of Education's implementation and use of the SIGMA payment processing system. The position works closely with the department's Chief Accountant at year end to assure that all financial encumbrances, accounts payable and activities are accurately applied and recorded in the appropriate fiscal year.

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: 65

Processes full range of payment documents for internal and external payments in SIGMA. Prepares and maintains tracking spreadsheets for specific vendors and/or types of expenses to assist with analysis. Initiates communication with program offices and purchasing staff to determine when document corrections are needed on purchasing documents or when expenditure postings need correction.

Individual tasks related to the duty:

- Prepare and audit invoices, receives and purchase orders for payment.
- Determine the need for purchase order advice of changes, cancellations, and requisitions convey this information for financial managers via email or phone call.
- Provides customer service to employees or vendors by telephone or personal contact regarding payment specifics.
- Prepare IN, GAX and PRC documents electronically through SIGMA. Monitor documents to make sure all documents were processed and not in held or rejected status.
- Prepare and process JV1 adjusting journal voucher entries in SIGMA.
- Research, analyze and retrieve financial data and payment information in SIGMA using business intelligence (BI) queries.
- Set up users and maintain user lists for AT&T and CenturyLink Teleconferencing contracts.
- Update spreadsheet and pay invoices for Kelly Temp Services.
- Pay monthly bills for wireless device charges and distribute the costs.
- Create and maintain spreadsheet of unemployment charges for MDE staff and process payments. Update Human Resource staff quarterly.
- Facilitate the review of open PO/DO with financial managers to determine year-end accounts payable entries required for PO/DO and coordinate entry with MDE Buyer/purchasing staff.
- Enter data in Encumbrance Roll screens in SIGMA at year-end for appropriate encumbrance roll function, i.e., close, roll without authority, roll with authority, etc.
- Reviews and monitors contractual services data in SIGMA for MDE in accordance with accounting practices and procedures.
- Reconciles encumbrance control reports to supporting documentation.

Duty 2

General Summary:

Percentage: 25

Provides technical assistance and develops guidelines to implement policies and procedures designed to improve controls, methodologies, and other changes for SIGMA payment processing. Also provides technical assistance and training to MDE program staff and vendors regarding program specifics, i.e., wireless devices, etc.

Individual tasks related to the duty:

- Conducts SIGMA payment processing training sessions for MDE staff as necessary.
- Provides information to financial managers on the status of purchase/delivery orders and payment applied.
- Contacts vendors regarding payment information, discrepancies, monthly statements, etc. Works with the financial managers in determining year-end account entries required for PO/DO and coordinate with MDE Buyer.
- Develop written procedures and formal training for how SIGMA accounts payable is used in the Department of Education.
- Present recommendations for improvement of accounting methods and procedures to management.
- Attain mastery knowledge of the SIGMA accounting processes through a combination of formal training, self-study and on-the-job experience.
- Responsible for keeping the payment processing web site on the MDE intranet updated with the latest procedures.
- Provide back-up support for procurement card processing.
- Provide back-up support for travel/employee reimbursement approvals.

Duty 3

General Summary:

Percentage: 10

Manage/maintain Fixed Asset records (Land, Buildings, Equipment, etc.) and Lease records in SIGMA for the Department.

Individual tasks related to the duty:

- Process fixed asset additions, deletions, and updates.
- Maintain fixed asset records.
- Prepare fixed asset reports twice per year per guidelines.
- Maintain lease for department; make lease payments (currently one for MSD).
- Assist program office staff with asset memo records entry and maintenance for non-capitalized equipment inventory.

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

Interpret ADPICS accounting/purchasing policies and procedures. These decisions have an immediate and serious affect upon executive decision concerning contracting, federal grant requirements and the year-end closing process.

Interpret payment processing policies and procedures. Vendors and MDE offices are affected.

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

MDE Offices whose requests for contracts or whose purchases would put the MDE into jeopardy for criticism in the press or by the Auditor General's Office.

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.

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?

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

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

To provide a full range of general accounting, payroll accounting, purchasing, cost allocation and financial support for the Department of Education.

This position handles all functions including accounts payable, purchasing, reconciling, and reporting.

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 10

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:

- Ability to analyze financial records in ascertaining facts.
- Ability to communicate effectively with people at all levels of responsibility.
- Ability to interpret and apply instructions and guidelines.
- Ability to make decisions and take necessary actions.
- Ability to compose routine correspondence and reports.
- Ability to meet schedules and deadlines of the work area.
- Ability to instruct and assist others in solving work problems.
- Ability to interpret instructions and guidelines for job performance.
- Ability to select and compile data for statements, expenditures, accounts, and reports
- Ability to train employees in their work.
- Ability to plan, organize, and handle office procedures in maintain an even flow of work.
- Ability to understand the importance of customer service.
- Ability to reconcile and/or balance financial transactions and accounts.
- Ability to determine work priorities.
- Ability to assign, coordinate, and evaluate the work of others.
- Ability to assist others in solving work related problems.
- 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.

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.

NA

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

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