

**State of Michigan
Civil Service Commission**

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

Position Code

1. ACCTTCHAB68R

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)
4. Civil Service Position Code Description ACCOUNTING TECHNICIAN-A	10. Division BUSINESS, HEALTH, AND LIBRARY SERVICES
5. Working Title (What the agency calls the position) ACCOUNTING TECHNICIAN 10	11. Section OFFICE OF FINANCIAL MANAGEMENT
6. Name and Position Code Description of Direct Supervisor ZUKER, ROSE M; STATE ADMINISTRATIVE MANAGER-1	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 senior worker and MDE's main resource contact and liaison with the Department of Technology, Management and Budget (DTMB) on employee travel and reimbursement issues. The position is responsible for accurate and timely authorization of employee reimbursements for both prior and post payment and to maintain and improve the record systems necessary for financial controls for the Michigan Department of Education (MDE). The position is also responsible for providing reports to Department management and to the legislature. The position also identifies training requirements for the SIGMA Employee Self Service (ESS) procedures and policies. The position writes journal entries for financial corrections and adjustments, and other miscellaneous duties, as assigned. This position serves as the cashier and handles cash and check deposit activities for the department.

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

Serves as the Department's expert responsible for auditing (pre and post submission) and approving MDE employee expenses in SIGMA in accordance with DTMB and Civil Service guidelines and practices.

Individual tasks related to the duty:

- Reviews and analyzes employee travel for accuracy in SIGMA (employee ESS submissions and travel procurement card transactions). Ensures proper allowances and reimbursement for allowable expenses; investigates and resolves discrepancies in accordance with the application of policies and regulations as well as other IRS reporting requirements and employee bargaining unit agreements.
- Authorizes travel and non-travel employee, non-state employee, and contractor reimbursements based on appropriate state and agency rules and procedures.
- Advises reimbursement and policy on travel and expense reimbursement to people who are not employed by MDE but are providing services to MDE.
- Advises management of enhancements for input of SIGMA claim reimbursement procedures.
- Creates, analyzes and maintains the out-of-state travel report listing of travel by classified and unclassified employees in MDE. This report is mandated in boilerplate language and is due to the legislature by December 31st of each year. Information in this report includes hotel procurement card, airfare costs, state car usage as well as items reimbursed through the SIGMA system.
- Authorizes adjustments to employees' reimbursements based on audit finding(s).
- Communicates findings to employee and supervisor. Provide justification and training related to adjustments.
- Develop audit methodology and apply methodology as prescribed in accordance with DTMB Payroll Tax and Reporting Division (PTRD) guidelines in the Financial Management guide.

Duty 2

General Summary:

Percentage: 10

Serves as the Cashier for MDE.

Individual tasks related to the duty:

- Processes Deposits of cash and checks received by the department.
- Provides details to program offices and requests coding for all receipts.
- Enter receipt data into the Receipts database within OFMCore system.
- Enter CR documents in SIGMA for each deposit batch.

Duty 3

General Summary:

Percentage: 10

Evaluates, analyzes and effectively communicates appropriate information to MDE employees in a customer service capacity in solving travel and reimbursement-related problems. Runs travel reports and error reports for travel and non-travel reimbursements; works with employees to resolve errors. Acts as the liaison between DTMB and MDE staff on travel rules and regulations.

Individual tasks related to the duty:

- Interpret and apply the State of Michigan and MDE Travel Rules and Regulations as well as collective bargaining unit rules while investigating and resolving employee questions.
- Provides technical assistance and training to program staff for changes in travel policies and procedures and for new staff, as needed.
- Run Business Intelligence reports (MI-TELL-0003, MI-GA0053A and MI-TELL-0015, etc.) unposted documents in SIGMA, review rejected and held documents and determine needed corrections. Assist employees with correcting and posting travel and reimbursement claims.
- Monitor late travel submissions for those over 60 days that should become taxable. Make necessary adjustments.
- Run taxable travel report in SIGMA BI, review and make necessary corrections quarterly to ensure proper W-2 reporting.
- Communicate quarterly with MDE staff regarding outstanding travel submissions; request submission by specified date.

Duty 4

General Summary:

Percentage: 5

Serves as the lead expert for pre-auditing the documentation for MDE's pre-arranged meetings and conferences; facilitates the payments of these meetings and conferences.

Individual tasks related to the duty:

- Serves as the MDE contact person regarding rules and guidelines of pre-arranged meetings and conferences.
- Verifies all estimated expenses are in compliance with MDE and DTMB's rates and regulations.
- Consults with initiating program staff and DTMB personnel for exceptions to meeting rates.
- Pre-audits and reconciles expenditure transactions billed against items received to ensure proper control in accordance with meeting policies and rates.
- Communicates discrepancies with the initiating program staff.
- Provides technical assistance and training to MDE program staff regarding the creation of PRC/GAX documents and the approval process in SIGMA for all pre-arranged meeting expenses.
- Approves PRC/GAX documents for pre-arranged meetings and conferences in SIGMA.

Duty 5

General Summary:

Percentage: 5

Reviews and will analyze MDE airfare charges and third-party travel reimbursements and other duties as assigned.

Individual tasks related to the duty:

- Reviews and will analyze airfare costs and reports from DTMB. Provides options and recommendations to employees on airfare costs.
- Assists program office staff in reassigning unused airfare.
- As MDE's lead for third party travel reimbursements, advises program offices on reimbursement methods as well as maintains a spreadsheet containing information on the reimbursements. Provides back up support for procurement card processing.

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

When auditing and approving reimbursements for MDE program staff in SIGMA, reimbursements must adhere to DTMB policies, rules and regulations for applicable travel as well as IRS reporting/non-reporting requirements. Decisions regarding variance from travel regulations and policy due to special situations.

When auditing and approving estimated expenses for pre-arranged meetings and conferences for MDE program staff, expenses must be in compliance with DTMB rates and regulations.

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

MDE program office staff whose reimbursement conflicts with travel rules and regulations and would put MDE into jeopardy for Criticism by the press or 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.

Ability to sit for prolonged periods of time with computer screens and keyboard and attendance at meetings, seminars, etc. Nature of work can include stressful periods to meet tight deadlines.

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?

The position serves as the senior worker and MDE's main resource contact and liaison with the Department of Technology, Management and Budget (DTMB) on employee travel and reimbursement issues. The position is responsible for accurate and timely authorization of employee reimbursements for both prior and post payment and to maintain and improve the record systems necessary for financial controls for the Michigan Department of Education (MDE). The position is also responsible for providing reports to Department management and to the legislature. The position also identifies training requirements for the SIGMA Employee Self Service (ESS) procedures and policies. The position writes journal entries for financial corrections and adjustments, and other miscellaneous duties, as assigned. This position serves as the cashier and handles cash and check deposit activities for the department.

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

Updated box 14 to include mention of addition of cashier functions. Duty 1 and duty were combined into Duty 1 now at 70%. Duty 2 is now 10% and includes the cashier functions. Duty 3 remains 10%. Duty 4 remains 5%. Duty 5 remains 5% and removed the mention of a lead worker language for clarity on position concept. This position is now responsible for Cashier functions. We have added travel procurement travel card approvals to duty 1 and duties from duty 2 related to travel audit functions. The percentage of duties has changed. We added a new duty (2) related to Cashier functions.

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 is responsible for review/approval of all employee travel and reimbursement of expenses charged to programs within MDE.

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:

NA.

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