

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

<b>Position Code</b> 1. ACCOUNTEC86N
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## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DEPARTMENT OF STATE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Bureau of Financial Services
<b>4. Civil Service Position Code Description</b> Accountant-E	<b>10. Division</b> Procurement Division
<b>5. Working Title (What the agency calls the position)</b> Accountant 9/10/P11	<b>11. Section</b> Expenditure Section
<b>6. Name and Position Code Description of Direct Supervisor</b> CINDY SMITH; ACCOUNTANT MANAGER-2	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> CHAD BASSETT; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 430 W. Allegan St, Lansing, MI / Monday-Friday, 8:00 a.m.-5:00 p.m.
<b>14. General Summary of Function/Purpose of Position</b> This position serves a professional accountant responsible for monitoring payments to external and internal customers, posting transactions to accounts, providing customer service, preparing related correspondence, and monitoring and internal control activities within the Bureau of Financial Services. The position further serves as a professional accountant and analyst on special projects involving Section, Department and Statewide accounting and financial activities. This includes implementing new accounting and financial systems, upgrading previously automated processes, and automating manual processes in accordance with Generally Accepted Accounting Principles.	

**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: 75**

Perform various duties serving as a professional accountant.

**Individual tasks related to the duty:**

- Prepare and monitor expenditure related transactions, approve routine departmental payments.
- Prepare monthly rent payments, research, and calculate adjustments, withholdings, and reimbursements to lessors when needed.
- Maintain the department asset registry for leases and capitalized equipment.
- Maintain and update GASB-87 documentation for leases, subscriptions, and contracts for the department.
- Research accounting discrepancies and process the necessary correcting entries.
- Perform reconciliations between SIGMA and other Department of Technology, Management and Budget, or Department of State accounting systems.
- Maintain and monitor the electronic account profiles and payments in SIGMA for vendors that submit monthly batched electronic invoices.
- Assist the Unit Section in preparing quarterly and annual reports.
- Assist the Section Supervisor in yearend close activities as assigned.
- Perform specialized functions associated with yearend closing tasks.
- Prepare and analyze financial statements and accounting reports for department management.
- Assist with the review of legislation relevant to Financial Services expenditure processing responsibilities and implementation of new legislation affecting the Purchasing Division.
- Perform other tasks, related to the expenditure section core responsibilities, as directed.

**Duty 2**

**General Summary:**

**Percentage: 15**

Serve as a professional accountant on projects and tasks involving Department-wide accounting/financial activities and accounting /financial activities of the Procurement Services Division.

**Individual tasks related to the duty:**

- Participate in projects with expenditure implications to assure that proper accounting and internal controls are designed, implemented and followed.
- Assist in developing alternative strategies and make recommendations for expenditure processes based on analysis and research.
- Assist with the design, development, testing, and implementation of accounting systems and procedures within the Section in accordance with Generally Accepted Accounting Principles.
- Assist in the preparation of project/account summaries for distribution to interested persons.

**Duty 3**

**General Summary:**

**Percentage: 10**

Develop or revise Expenditure Section procedures that integrate the Division's accounting operations with department and statewide systems.

**Individual tasks related to the duty:**

- Develop guidelines for the monitoring of departmental capitalized leases, subscriptions, and contracts in accordance with GASB-87 and Office of Financial Management asset guidelines.
- Develop guidelines to process and document expenditure transactions in accordance with accounting principles and theories.
- Develop guidelines for the maintenance and reconciliation of expenditure data.
- Prepare updates for software related user documentation and user manuals for adoption by management to support the automated business needs of the department.
- Prepare updates to the policy and procedure manuals for adoption by management to support the automated business needs of the department.
- Assist Section Supervisor and department management in adopting and implementing expenditure/travel/procurement card related changes.

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

Decisions as to the appropriate expenditure and refund procedures affecting department management and staff. Determine compliance with policies, procedures, and various statutory requirements affecting department management and staff. Formulation of recommendations for policies and procedures regarding departmental expenditure and refund activities.

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

When priorities cause a conflict with other areas of the section, bureau, or department(s), or are politically sensitive. Manager review is required when expenditure or refund request is not covered by existing policy or procedures.

**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.**

Sitting for long periods of time at a computer. Travel between assigned work location and other State Buildings/locations. This position can be high pressure with conflicting/competing priorities and short deadlines. This position requires knowledge of diverse processes and procedures, and ability to adapt to quickly changing tasks and priorities. Ability to function effectively under stressful conditions is necessary.

**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 serves a professional accountant responsible for monitoring payments to external and internal customers, posting transactions to accounts, providing customer service, preparing related correspondence, and monitoring and internal control activities within the Bureau of Financial Services. The position further serves as a professional accountant and analyst on special projects involving Section, Department and Statewide accounting and financial activities. This includes implementing new accounting and financial systems, upgrading previously automated processes, and automating manual processes in accordance with Generally Accepted Accounting Principles.

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

N/A

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

The Bureau of Financial Services is responsible for establishing and maintaining an internal control structure that allows for the timely and accurate presentation of the Department of State's financial statements and schedules. This includes all aspects of the fiscal year-end closing process. Financial Services develops and monitors the department's budget, and accounts for all expenditure-related transactions including payments. In addition, Financial Services accounts for and distributes over \$2 billion dollars annually in revenue and processes associated revenue refunds. Financial Services also maintains accounts receivable records and a centralized cashing operation, which is a revenue receipting and processing activity.

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

**EDUCATION:**

Possession of a bachelor's degree with at least 24 semester (36 term) credits in accounting.

**EXPERIENCE:**

**Accountant 9**

No specific type or amount is required.

**Accountant 10**

One year of professional experience performing or auditing the systematic classification and evaluation of accounting data and the preparation of related financial and managerial reports equivalent to an Accountant 9 or Auditor 9.

**Accountant P11**

Two years of professional experience performing or auditing the systematic classification and evaluation of accounting data and the preparation of related financial and managerial reports, including one year equivalent to an Accountant 10, Auditor 10, or Assistant Auditor General 10.

**Alternate Education and Experience**

**Accountant 9 - 12**

Possession of a Certified Management Accountant certification (CMA) may be substituted for six months of Accountant P11 experience.

OR

Possession of a Certified Public Accountant certification (CPA) may be substituted for one year of Accountant experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of SIGMA and related procurement/billing processes.

Knowledge of state and federal laws and legislative processes related to accounting

Knowledge of Generally Accepted Accounting Principles.

Knowledge of Accounting, Administrative, and Internal Controls

Ability to recommend solutions to resolve accounting and other issues.

Ability to collect and organize data, interpret its significance, and prepare accurate reports.

Ability to plan, coordinate and expedite special projects.

Ability to communicate effectively with others.

Self-motivated and ability to work independently with minimal direction.

Excellent time management skills and ability to multi-task and prioritize work.

Ability to work under stressful conditions.

Ability to establish and maintain effective relationships with program areas, department leadership, internal customers and external vendors.

**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.*

\_\_\_\_\_  
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