

1. Position Code STUDASTE

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

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 Dept of Labor & Economic Opportunity/Unemployment Insurance Agency
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission)
4. Civil Service Classification of Position Student Assistant-A	10. Division Finance & Analysis Division
5. Working Title of Position (What the agency titles the position) Student Assistant	11. Section Trust Fund Accounting Section
6. Name and Classification of Direct Supervisor Maria Skonieczny, Accountant Manager 15	12. Unit Accounting Unit
7. Name and Classification of Next Higher Level Supervisor Debbie Ciccone, State Administrative Manager 17	13. Work Location (City and Address)/ of Work 3024 W. Grand Blvd. Suite 13-350, Detroit, Mi 48202 8:00 A.M. To 5:00 P.M., 2 days a week, work at home 3 days and flexibility with school schedule.

14. General Summary of Function/Purpose of Position
 The responsibilities of this position are to provide assistance to the staff in the Trust Fund Accounting Section of the Unemployment Insurance Agency.
 Under the direct supervision of the State Administrative Manager, the position will perform a variety of duties in various ways in our accounting area. Various duties will include but are not limited to documenting procedures developed by staff, assisting in the testing of a new automated system, assisting in reconciliations, assisting in applying suspense items, data entry, assisting in preparing reports for analysis, assisting in audit documents, and assisting in research for staff.

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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 75

Position is responsible for assisting the research, records, and data analytics for improper payments at the Unemployment Agency.

Individual tasks related to the duty.

- Assist in the accounting reconciliations of suspense payments and documentation accuracy.
- Assist in the review of entries for suspense payments in the automated accounting system.
- Assist in monthly reconciliations and analyses of various financial activity related to claims.
- Assist accountants in preparing appropriate analyses of manual and computerized information used in preparing financial and statistical reports of the UI program and payments.
- Assist in developing, and preparing, computerized records, reports, and worksheets to be prepared and used by the TFAS accounting and financial reporting staff for payments.
- Assist in providing support for the program's audits and reviews, obtaining supporting information, assisting auditors with automated system functionality, etc.
- Maintains records, and prepares reports and correspondence related to the work
- Data entry of transactions in accounting system
- Assist in testing the new automated accounting system
- Document and update accounting procedures for the new automated accounting system.

Duty 2

General Summary Duty 2

% of Time 15

Project Support; Providing support and assistance to the Accountants and the Accounting Specialists in the section, as well as other Finance Division staff. This position will produce supporting schedules, reconciliations, and procedures to assist the accountant 11- 12's in identifying and correcting data integrity issues.

Individual tasks related to the duty:

- Assist staff in designing and implementing accounting spreadsheets, reports, queries, and databases.
- Assist the accountants in research, process, and post transactions including general ledger adjustments; suspended transactions; deposit adjustments; payment adjustments; etc.
- Interface with appropriate staff and manager of the various program areas to resolve, develop and document required financial information.

Duty 3

General Summary of Duty 3 % of Time 10

Other duties as assigned by management.

Individual tasks related to the duty.

- As assigned.

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.

- Student works under the direct supervision of the State Administrative Manager 15
- Their individual workflow for various functions/projects; ensuring all deadlines are met.

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

- When there is a conflict between information or resources.
- Any unusual adjustments that may affect different general ledger accounts.
- Functions that don't have a pre-approved documented 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.

Ability to sit for prolonged periods of time in front of and using a computer screen, mouse, and keyboard.
 Bending, twisting, and standing as required in a normal office environment. Ability to sit for prolonged periods of time in meetings, seminars, conferences, etc.

Work is performed in a climate-controlled office environment.

Occasional 'high-stress' periods with tight deadlines.

Repetitive use of a keyboard and mouse

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?
 I agree.

23. What are the essential duties of this position?

The essential function of this position will assist accountants to provide accounting and reporting to the Unemployment Insurance Agency. The position assists the accountants in performing a variety of assignments involving the design, maintenance & implementation of accounting systems, payments; the classification & assessment of accounting data; and the preparation of related Federal, State, managerial and financial reports related to improper payments. Various duties will include but are not limited to providing assistance in researching, collecting, consolidating, reconciling, and analyzing financial information for financial reporting purposes.

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

The UIA is currently in the process of implementing new automated systems throughout the agency – including Tax operations, Benefit operations, and financial reporting. This new system will require the development and documentation of all accounting and financial reporting functions. The Finance & Analysis Division is a relatively small division, requiring the assistance of additional resources during this implementation stage as the division develops specialized resources that can provide in-depth knowledge of technical and/or complex functions.

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

The function of the Trust Fund Accounting Section is to provide accurate and auditable financial information for the U.I. Trust Fund, the Obligation Assessment fund, and the Contingent Fund. The Trust Fund Accounting Section is also responsible for daily cash management; federal financial reporting; detailed reviews and analyses to ensure data integrity; in addition to providing assistance to other areas in the agency on procedures that have a financial impact.

This position will assist the Trust Fund Accounting staff perform analyses that are necessary to ensure the data integrity of the financial information and provide solutions to any problems encountered. This position will also assist accountants to document and maintain the accounting and system procedures and processes.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Current enrollment in a post-secondary educational institution. DESIRABLE: A declared major in Accounting or Finance is preferred.

EXPERIENCE:

EXPERIENCE: No specific type or amount is required. KNOWLEDGE, SKILLS, AND ABILITIES:

Basic knowledge of accounting terminology & practices as well as mathematics is required. Incumbent should have a working knowledge of word-processing, spreadsheet, and database computer programs, specifically Microsoft Office programs. The incumbent is expected to be able to follow oral and written instructions, learn the work of the division, and communicate effectively

KNOWLEDGE, SKILLS, AND ABILITIES:

Basic knowledge of accounting terminology & practices as well as mathematics is required. Incumbents should have a working knowledge of word-processing, spreadsheet, and database computer programs, specifically Microsoft Office programs. The incumbent is expected to be able to follow oral and written instructions, learn the work of the division, and communicate effectively.

CERTIFICATES, LICENSES, REGISTRATIONS:

None required.

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