

## 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  TREASURY CENTRAL PAYROLL
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description  ACCOUNTANT-E	10. Division  Office of Accounting Services
5. Working Title (What the agency calls the position)  Accountant	11. Section  Accounting Section
6. Name and Position Code Description of Direct Supervisor  RICHARDS, TRACIE L; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor  BLIESENER, STACEY; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work  7285 PARSONS DRIVE, DIMONDALE / MONDAY – FRIDAY, 8 AM TO 5 PM

**14. General Summary of Function/Purpose of Position**

This composite PD describes various duties that may be performed by Accountant 9, 10, and P11 staff hired by the Finance and Accounting Division. These positions serve as staff accountants regarding statewide accounting systems, reports, and the year-end book closing process. Provides assistance in analyzing accounting problems, using knowledge of Generally Accepted Accounting Principles (GAAP), theories, and their practical application.

**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: 40**

Analyze accounting issues in relation to SIGMA financial data and propose appropriate resolutions. Review, create and modify financial profiles in SIGMA. Ensure that the department's accounting transactions are properly recorded and reflect an accurate financial status. Responsible for the research of problem accounting transactions and explaining variances.

**Individual tasks related to the duty:**

- Design and run accounting and financial queries in SIGMA.
- Review accounting and financial reports for data integrity and accuracy.
- Propose required financial profiles, as needed, by the department.
- Run specialized queries and review reports to determine the origin of an accounting issue.
- Prepare necessary journal entries to rectify the accounting error.
- Prepare written documentation for managerial staff.

**Duty 2****General Summary:****Percentage: 35**

Provide assistance in researching new accounting processes in relation to various financial systems. Assist the managerial staff in accounting and SIGMA related matters. This requires basic knowledge of accounting and accounting principles and how specific transactions affect the financial tables, the general ledger, and certain reports.

**Individual tasks related to the duty:**

- Research accounting rules to ensure they are compliant with generally accepted accounting principles.
- Assist in legislative research to ensure new accounting processes are compliant with legislature and public acts.
- Prepare written documentation for managerial staff.

**Duty 3****General Summary:****Percentage: 20**

Process journal vouchers, under the guidance of the State Administrative Manager, relating to inter-agency transactions. This requires gathering and summarizing information from a variety of sources, which includes SIGMA.

**Individual tasks related to the duty:**

- Interpreting data from multiple sources to determine the necessary accounting entries to make.
- Prepare journal entries for entering into SIGMA.
- Prepare written documentation for managerial staff.

**Duty 4****General Summary:****Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

Other duties as assigned.

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

Due to the independent nature of this position and the continually changing demands, must work independently and structure own time.

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

In resolving problems or answering policy transactions. Decisions related to reports, conclusions, and any necessary corrective action. Supervisor will review any non-routine work done including journal voucher requests.

**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.**

Extensive computer work; sitting for long periods of time; changing priorities and deadlines; high stress level activities.

**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?**

Research problem accounting transactions, research revised and new accounting processes, assist in the preparation of financial reports, and prepare journal vouchers related to inter-agency transactions.

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

Updating the Certificates, Licenses, and Registrations portion of this PD to reflect the FTINPRINT sub-class code. This certifies that this position has access to Federal Tax Information (FTI) and requires passing of a fingerprint-based background check per IRS Publication 1075. All tasks and duties remain the same.

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

This work area is responsible for managing the central accounting functions for the Department of Treasury. This includes monitoring the accounting for expenditures and revenues and accounting for the various funds under the authority of the Department of Treasury. This section serves as the Department liaison with the Office of Financial Management and the Michigan Statewide Integrated Governmental Management Application system (SIGMA), Department of Technology, Management and Budget. This position serves as a staff accountant regarding statewide accounting systems, reports and the year-end book closing process. Solves accounting problems using knowledge of Generally Accepted Accounting Principles (GAAP), theories and their practical application.

**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.

None

***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