State of Michigan
Civil Service Commission

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

Position Code

1. ACCTASTED61R

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)** FINANCIAL AND ACCOUNTING SERVICES
4. Civil Service Position Code Description ACCOUNTING ASSISTANT-E	**10. Division** ACCOUNTING SERVICES
5. Working Title (What the agency calls the position) ACCOUNTING ASSISTANT	**11. Section** STATEWIDE SUPPORT SERVICES
6. Name and Position Code Description of Direct Supervisor OHL, COLIN E; ACCOUNTANT MANAGER-3	**12. Unit** BUSINESS OPERATIONS
7. Name and Position Code Description of Second Level Supervisor RICHARDS, TRACIE L; STATE ADMINISTRATIVE MANAGER-1	**13. Work Location (City and Address)/Hours of Work** 7285 PARSONS DRIVE, DIMONDALE, MI / MONDAY - FRIDAY, 8 AM TO 5 PM

14. General Summary of Function/Purpose of Position

This position is responsible for providing a full range of office support assignments in the Accounting Services Division. The position requires using judgment in making decisions within established policies and procedures.

Uses the SIGMA accounting system to generate payments and record accounting transactions. This position receives invoices for departmental purchases, verifies correctness of invoice and initiates payment to vendor.

Responsible to maintain electronic files, databases, and worksheets where applicable

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:** **50**

Processes transactions in the State of Michigan's accounting system (SIGMA), and other computerized systems.

Individual tasks related to the duty:

- Accurately and efficiently keys information from source documents (e.g., journal vouchers, payment documents, etc.) into SIGMA, and other computerized systems.
- Processes transactions, as assigned by the supervisor.
- May prepare and process bills, invoices, statements, and manual checks.
- Retrieves records from files, associates records with incoming mail.
- Proofreads SIGMA entries for accuracy.
- Maintains records and logs of interagency journal vouchers and enters the interagency journal vouchers into SIGMA.
- Prepares electronic spreadsheets and word processing documents, as required.

Duty 2

General Summary: **Percentage:** **25**

Files and prepares documents, as required. Answers telephones, opens and distributes daily mail, and acts as primary back-up for office secretary. Uses standard office machinery.

Individual tasks related to the duty:

- Sorts, batches, alphabetizes, and/or places in numerical order various documents for filing, storage, or processing.
- Files documents or correspondence.
- Answers telephone, takes messages and directs or routes callers and visitors to the appropriate persons.
- Opens, date stamps and sorts mail for delivery on a daily basis. Delivers mail within the work area and other areas of the department, as required.
- Operates office machinery such as calculator, copy machine, printer, facsimile machine, scanner, and computer.
- Prepares electronic spreadsheets and word processing documents, as required.
- Acts as primary back-up for office secretary.

Duty 3

General Summary: **Percentage:** **15**

Generate letters, e-mails and reports related to job function.

Individual tasks related to the duty:

- Composes standard letters to inform vendors that information is needed to update their vendor file account (W-9, address changes, etc.).
- Accesses Business Intelligence to run necessary reports to complete daily job assignments.
- Designs, prepares and maintains spreadsheets for accounting calculations (i.e. phone bills, procurement card purchases, etc.).
- Creates files and documentation for each type of payment. These files are set up to assist in making payments and to allow back-up in the absence of other employees. (e.g. if one is on vacation or sick leave).
- Researches and gathers information to be used in the preparation of standard reports.
- Selects and compiles data for statements, expenditures, revenues, accounts and reports. Uses problem-solving skills to review and verify reports for accuracy and completeness.
- Uses independent thinking to reconcile and/or balance financial transactions, accounts and reports and to correct errors.

Duty 4

General Summary: **Percentage:** **10**

Other duties, as assigned.

Individual tasks related to the duty:

- Operates office equipment in order to perform job duties.
- Provides assistance to office staff, when needed.
- Performs year end close functions.
- Acts as back up, when necessary.
- 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.

Employee makes independent decisions regarding the filing of documents.
Employee makes independent decisions regarding the completeness of documents processed through the system.
Employee makes independent decisions regarding when to obtain additional assistance in problem resolution.
Decisions are made within established guidelines and procedures.

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

Decisions regarding resolution of problems associated with unusual results on control reports and changing account coding on transactions.
Decisions regarding work priorities when the workload is extremely heavy.
Decisions outside of established guidelines and 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.

Extensive computer work; sitting for long periods of time; changing priorities and deadlines. Year-end closing creates tight deadlines due to the short amount of time allotted for the completion of processing transactions for a final closing. May involve lifting boxes up to 25 pounds.

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):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	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?

This position serves as the accounting assistant for the Accounting Services Division, Statewide Support Services Section and is responsible for reviewing reports, entering transactions into computerized systems, opening and distributing daily mail, typing and filing documents, and assisting with telephone coverage and any other areas within the Accounting Services Division, Statewide Support Services Section, as required

The essential duties include all requirements identified in Section 18 of this position description.

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 Accounting Services Division is responsible for the integration of the department's accounting functions into the programs and functions of the department, including reconciliation of receipt and disbursement functions and central control agency functions.

This position is responsible for filing and general record keeping, reviewing and processing transactions into SIGMA, reviewing reports from SIGMA, maintaining spreadsheets, providing accounting and office assistance to the Accounting Services Division.

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. High school or college accounting courses desired.

EXPERIENCE:

Accounting Assistant 5
No specific type or amount is required.

Accounting Assistant 6
One year of administrative support experience.

Accounting Assistant E7
Two years of administrative support experience, including one year equivalent to an Accounting Assistant 6, involving posting financial data to ledgers, preparing invoices, billings and/or vouchers, reviewing and coding financial information, and maintaining account balances.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Microcomputers and PC systems
- Filing and general record keeping such as logs, tickler files, etc.
- Correct English usage, spelling and punctuation
- General office practices as outlined in the employee handbook

Ability to:

- Compare data from two or more sources for accuracy and completeness
- Understand and carry out instructions
- Operate standard office equipment such as calculators, adding machines, copy machines, etc.
- Alphabetize, numerically rank, sort, and batch documents
- Perform word processing, database and spreadsheet services as required
- Add, subtract, multiply and divide mathematical figures
- Accurately and efficiently enter data into a computer
- Work as a team player
- Communicate effectively
- Change priorities with short notice
- Work well under pressure is essential
- Interpret instructions and guidelines to resolve work problems
- Compose correspondence
- Select and compile data for correspondence and reports

CERTIFICATES, LICENSES, REGISTRATIONS:

None required.

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.

SALLY VAN VYVE	8/20/2026
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**