

Position Code
1. ACCTTCHE

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

This position description serves as the official classification document of record for this position. Please complete this form 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
	Michigan Department of Agriculture and Rural Development
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	Food Safety and Animal Health
4. Civil Service Position Code Description	10. Division
Accounting Technician-E (7-E9)	
5. Working Title (What the agency calls the position)	11. Section
Accounting Technician	
6. Name and Position Code Description of Direct Supervisor	12. Unit
Jody Page, Financial Manager 15 Financial Services Unit Manager	Financial Services
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Tim Slawinski, Bureau Director	Lansing Office, 525 W Allegan St, Lansing 8:00am – 5:00pm and other times as needed <i>The official work location for this position is Deborah Stabenow Building, Lansing, MI. This position may offer some agreed upon remote work arrangement.</i>
14. General Summary of Function/Purpose of Position	
This position provides financial support to the Bureau of Food Safety and Animal Health contributing to accurate financial management and ensuring compliance with State of Michigan and department policies and procedures. Responsibilities include creating and reviewing financial documents in SIGMA to ensure accuracy of coding, timeliness, and compliance with policy and procedure; processing payments, serving as procurement card coordinator, travel liaison, and assisting with emergency purchasing as required. This position also provides backup for timekeeping duties within the bureau.	

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 of Duty 1 **% of Time 30**

Create, review, and monitor financial documents in SIGMA, including purchase orders, delivery orders, grant givens, and other required transactions.

Individual tasks related to the duty.

- Review and evaluate financial documents and records to ensure accuracy, correct coding, and compliance with State of Michigan (SOM) and departmental policy/procedure.
- Review and evaluate financial documents including purchase orders, delivery orders, grant accounting and monitoring, etc. to ensure accuracy of coding, timely processing and compliance with policy and procedure, as assigned.
- Assess, prepare, enter, and route SIGMA financial documents for approval.
- Collaborate with program and finance staff to confirm requirements, assess proper coding, approvals and deadlines.
- Maintain and reconcile tracking system for SIGMA transactions to ensure timely processing and follow-up in areas of responsibility.
- Document payments in Excel to ensure accurate reconciliation with SIGMA records.
- Provide guidance to staff regarding SIGMA procedures, requirements, document preparation, and status tracking.

Duty 2

General Summary of Duty 2 **% of Time 30**

Serve as procurement card coordinator for the bureau.

Individual tasks related to the duty.

- Review, evaluate and reconcile procurement card and travel procurement card billings biweekly to ensure accuracy, completeness, and adherence to SOM and department policy and procedures in this subject area.
- Monitor and review procurement card purchasing, reporting, and payments in accordance with policies.
- Maintain, track and archive procurement card documentation per SOM and departmental requirements.
- Provide guidance and recommendations to cardholders.
- Coordinate emergency purchasing needs, ensuring rapid, compliant action.

Duty 3

General Summary of Duty 3

% of Time 25

Provide financial support to bureau leadership and staff across programs.

Individual tasks related to the duty.

- Collaborate with finance staff to resolve discrepancies.
- Assess, review, code, and submit invoices and billings for processing while ensuring accuracy and completeness.
- Review and process payments and maintain accurate financial records.
- Prepare and process purchasing documents in SIGMA.
- Support year-end closing activities.
- Identify process gaps and recommend improvements for greater efficiency.
- Coordinate communication between program staff, finance, and procurement to maintain operations.
- Perform other duties as assigned by supervisor.

Duty 4

General Summary of Duty 4

% of Time 10

Serve as bureau travel liaison and SIGMA expense reimbursement coordinator for the bureau.

Individual tasks related to the duty.

- Provide SIGMA travel and expense reimbursement training for new and current staff.
- Communicate State of Michigan and department travel regulations and policies.
- Troubleshoot travel-related and reimbursement issues with staff.

Duty 5

General Summary of Duty 5

% of Time 5

Other duties as assigned, including timekeeper duties for the bureau.

Individual tasks related to the duty.

- Provide support for timekeeper level review/approvals, entry, and corrections.
- Other duties and special projects, as assigned.

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

Because the workload fluctuates day-to-day, independent decisions are made as to which priority assignment must be completed first to ensure division goals are met. Division staff are affected by independent decisions as well as other stakeholder groups.

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

Decisions that have political or significant financial impacts, including when animal industry groups or organizations are impacted, when media coverage may occur, when legal impact or action is thought to occur, when laws need to be interpreted or when there are decisions pertaining to animal diseases and when Department and/or Division budgets may be significantly impacted.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

General office activities. May sit while working at a computer for long periods of time. Walking, some carrying and lifting, bending, stooping, pushing and pulling may be required; driving at times to meetings and carrying materials for demonstrations or for distribution.

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. (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. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

☐ Complete and sign service ratings.
☐ Provide formal written counseling.
☐ Approve leave requests.
☐ Approve time and attendance.
☐ Orally reprimand.

☐ Assign work.
☐ Approve work.
☐ Review work.
☐ Provide guidance on work methods.
☐ 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?

23. What are the essential functions of this position?

Duties include assisting with all aspects of financial services and reporting for the Bureau of Food Safety and Animal Health. Reconciling all aspects of the procurement card program. Coordinate purchasing emergency supplies and equipment and preparing payments for processing. Serving as travel liaison for bureau staff, which includes travel expense reimbursement.

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

Updated position to reflect support to the entire Bureau of Food Safety and Animal Health rather than a single division. This position serves as a travel liaison and procurement card coordinator for the bureau.

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

The Financial Services Unit provides financial support and guidance, along with budget oversight, to all divisions, programs and staff within the bureau. The position provides assistance with SIGMA documents, emergency purchasing, oversight of procurement card expenses, travel, and expense reimbursements. This position assists the financial staff in all aspects of financial services and reporting, and year-end closing duties.

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

EDUCATION:

Education level typically acquired through completion of high school.
Bachelor's degree with business related courses preferred.

EXPERIENCE:

One year of experience involving posting to ledger accounts, reconciling accounts, executing adjustments, and preparing financial statements. Experience involving receipt, storage, and distribution of supplies and materials. Experience with PCard purchasing and reconciliation; obtaining vendor quotes; creating letters of agreement; working within M5, and knowledge of the SIGMA Chart of Accounts.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of governmental budgeting policies and procedures.
- Knowledge of purchasing/contracts for state government.
- Ability to work well in a team environment and independently.
- Ability to communicate effectively, both verbally and in writing.
- Ability to use Microsoft Office applications and SIGMA.
- Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.