

Position Code 1. ACCOUNTB91N

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
	Treasury
3.Employee Identification Number	9.Bureau (Institution, Board, or Commission)
4.Civil Service Position Code Description	10.Division
Accountant 12	Financial Services Division
5.Working Title (What the agency calls the position)	11.Section
Accountant	Revenue Accounting
6.Name and Position Code Description of Direct Supervisor	12.Unit
Wendy Mohre, Accountant Manager 14	
7.Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
Vacant, State Administrative Manager 15	Operations Center, Dimondale, MI Monday-Friday 7:30-4:00 or 7:30-4:30

14. General Summary of Function/Purpose of Position

This position provides Revenue Accounting Section support for the Statewide Integrated Governmental Management Applications System (SIGMA). This position develops guidelines for the Section for the processing and reconciliation of transactions entered in the State's accounting system and is responsible for ensuring the accurate posting of over \$45 billion annually. This position reviews and approves transactions processed by Revenue Accounting Section staff in SIGMA. This position makes and coordinates changes to the Section's Access databases. This position develops guidelines for the maintenance and reconciliation of remittances for taxes administered through Systems Applications and Product (SAP), resolves complex SAP issues, and automates SAP processes. This position writes and revises procedures to document changes in processes. This position researches, reconciles, and formulates solutions to complex Revenue Accounting Section issues.

In performing these duties, the position is responsible for promoting and maintaining an environment conducive to continuous quality improvement and for encouraging ideas, input, respect, and teamwork.

**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 35**_____

Provides Section with support for the State's accounting system (SIGMA). Attends SIGMA meetings. Develops guidelines for the Section for processing and reconciling transactions entered in the State's accounting system. Writes and revises procedures to document changes in the Section's processes. Approves transactions entered in SIGMA by Revenue Accounting Section staff.

Individual tasks related to the duty.

- Attends SIGMA meetings
- Participates in surveys or questionnaires
- Reviews documentation on the State's accounting system
- Evaluates the Section's current processes for entering transactions in SIGMA
- Makes recommendations for new methods, improvements, controls, and other changes for processing transactions into the State's accounting system
- Develops guidelines for the Section for processing and reconciling transactions in the State's accounting system
- Writes and revises procedures to document changes in processes
- Assists with the automation of posting incoming wire and ACH payments
- Performs any necessary testing
- Answers questions and provides guidance to Office staff
- Creates, reconciles, and validates the daily deposit, court deposit, and daily batch agency X29H FTP files containing depository-related transactions received from various sections to be sent to SIGMA. The completeness, accuracy, and correctness are critical to the State's revenue and depository accounting processes.
- Reviews transactions in SIGMA for accuracy and verifies all elements of each transaction is correct including agency, bank id, amount, SIGMA coding, etc.
- Reviews SIGMA entry errors with staff and explains what is incorrect and how to correct the entry
- Approves transactions in SIGMA timely ensuring various daily, month end, and year end deadlines are met and with great attention to detail because transactions become final in SIGMA after approved

Duty 2

General Summary of Duty 2 **% of Time 35**_____

Develops guidelines for the maintenance and reconciliation of remittances for taxes administered through Systems Applications and Product (SAP). Attends SAP meetings. Writes and revises procedures to document changes in the Section's processes. Recommends improvements, performs testing, and automates SAP processes.

Individual tasks related to the duty.

- Develops guidelines for the maintenance and reconciliation of SAP transactions initiated in the Office and daily bank files that are loaded into SAP.
- Advises Section staff on the appropriate methods for maintaining and reconciling SAP transactions
- Researches and evaluates how taxes moving to SAP will affect the Section's current processes
- Writes and revises procedures to document changes in processes
- Researches and formulates solutions to complex SAP reconciliation issues
- Attends SAP meetings
- Performs any necessary testing
- Prepares and provides research results and reports to be used in meetings
- Prepares complex SAP correcting entries for entry in the State's accounting system
- Participates in the implementation of new taxes and tax systems as they relate to the section
- Creates solutions for SAP issues related to the Revenue Accounting Section
- Improves SAP processes and schedules and facilitates meetings with various Treasury areas as necessary to discuss new taxes, systems, proposed changes, or process improvements
- Creates and tests methods to partially or fully automate SAP processes
- Researches complex or unique SAP transactions requiring the use of multiple systems such as SAP, various tax systems, and various banking systems to resolve

Duty 3

General Summary of Duty 3 **% of Time 10** ____

Makes and coordinates changes to the Section's Access databases and performs testing of databases when necessary. The Access databases are used daily by Section staff to record various transactions and database files are interfaced to SIGMA resulting in the posting of SIGMA transactions. The databases include the Section's Field and District reconciliation and revenue posting database, Other Agency deposit database, Courts deposit database, Daily 248 deposit database and various other databases.

Individual tasks related to the duty.

- Recommends changes and improvements to the Section's Access databases
- Coordinates timely database changes and updates with the appropriate office to accommodate any processing changes
- Performs testing of the Section's access databases for accuracy after changes are made or before software updates occur
- Updates SIGMA coding in databases when coding changes or incorrect coding is detected to ensure the accuracy of future SIGMA transactions

Duty 4

General Summary of Duty 4

% of Time 10 _____

Develops guidelines for recording electronic receipts and receipts for new taxes in the State's accounting system. Researches, reconciles, and formulates solutions to complex Revenue Accounting Section issues.

Individual tasks related to the duty.

- Attends Electronic Receipting Project meetings and participates in the review, modification, and creation of related reports
- Develops guidelines to record electronic receipts in the State's accounting system
- Researches new taxes and develops guidelines to record receipts in the State's accounting system
- Advises staff on the appropriate methods for processing entries to record electronic receipts and receipts for new taxes in the State's accounting system
- Prepares and analyzes various reports and spreadsheets for management review
- Creates and analyzes queries and results in Business Intelligence
- Researches and formulates solutions for complex revenue accounting issues
- Researches and prepares complex correcting entries
- Consults with and answers inquiries from Office staff, Office of Auditor General (OAG) staff and DTMB, Office of Internal Audit (IA) staff, and other agencies
- Provides financial information as requested by other Treasury divisions, agencies, and OAG and IA auditors
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Duty 5

General Summary of Duty 5

% of Time 10 _____

Performs other duties as assigned.

Individual tasks related to the duty.

- Completes special projects as assigned
- Performs other duties as assigned
- Backs up Section staff as necessary
- Collects field deposit batches in MiCars, researches any discrepancies, and generates, reconciles, and sends STAR file
- Performs MiCars testing

Duty 6

General Summary of Duty 6

% of Time _____

Individual tasks related to the duty.

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

This position makes decisions regarding methodologies used to analyze data and decisions related to day-to-day work priorities. This position also makes decisions regarding who to contact in other Treasury divisions and agencies and how to resolve complex revenue accounting issues. This position makes decisions regarding when to approve batches processed by the Revenue Accounting Section in SIGMA for over \$45 billion annually.

Impact of decision-making in this position involves statewide accounting functions. Completeness, accuracy, and correctness of information are critical to the proper handling of accounting issues.

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

Decisions that may have a material accounting, policy, or budget impact

Decisions changing the Section's current processes

Resolutions of accounting issues that are unusual in nature

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.

Meeting urgent deadlines and resolution of complex issues or problems may result in stressful situations. Work performed in a typical office environment. No unusual physical effort or environmental conditions. Occasional travel to meetings.

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):

- | | |
|---|---|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input checked="" 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 provides Revenue Accounting Section support for the Statewide Integrated Governmental Management Applications System (SIGMA). This position develops guidelines for the Section for the processing and reconciliation of transactions entered in the State's accounting system and is responsible for ensuring the accurate posting of over \$45 billion annually. This position reviews and approves transactions processed by Revenue Accounting Section staff in SIGMA. This position makes and coordinates changes to the Section's Access databases. This position develops guidelines for the maintenance and reconciliation of remittances for taxes administered through SAP, resolves complex SAP issues, and automates SAP processes. This position writes and revises procedures to document changes in processes. This position researches, reconciles, and formulates solutions to complex Revenue Accounting Section issues.

This position includes all requirements listed in Sections 15 and 18 of this position description. All of the duties in this position description must be performed and cannot be eliminated.

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

Position description has been updated to reflect the terminology of the recently implemented statewide accounting system (SIGMA).

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

The Office of Financial Services is responsible for receipting and recording of revenue received by the Department of Treasury in excess of \$45 billion annually. The Office is responsible for statewide bank activity and credit card contracts for the State of Michigan and functions in a central agency capacity to set policies and procedures for all other State agencies to use in the depositing, receipting and recording of receipts and revenues. The Office is also responsible to set policies and procedures for disbursements in excess of \$45 billion annually.

This position provides Revenue Accounting Section support for the Statewide Integrated Governmental Management Applications System (SIGMA). This position develops guidelines for the Section for the processing and reconciliation of transactions entered in the State's accounting system and is responsible for ensuring the accurate posting of over \$45 billion annually. This position develops guidelines for the maintenance and reconciliation of remittances for taxes administered through SAP and other systems.

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 12: Three 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 P11, Auditor P11, or Assistant Auditor General P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of governmental accounting, U.S. generally accepted accounting principles, SIGMA, Business Intelligence, and Microsoft Office
- Knowledge of SAP and third-party financial institutions online information services
- Ability to analyze, synthesize, and evaluate a variety of data for use in research and analysis
- Ability to collect and organize accounting data, interpret its significance, and prepare accurate financial reports
- Ability to present accounting data in a clear and understandable manner to both technical and non-technical users
- Ability to solve difficult and complex accounting and related financial problems
- Ability to analyze and recommend improvements in accounting systems
- Ability to maintain records and prepare reports and correspondence related to work
- Ability to communicate effectively with others
- 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.