

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 DEPARTMENT OF STATE
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) Financial Services
4. Civil Service Position Code Description Accounting Specialist-2 13	10. Division Accounting
5. Working Title (What the agency calls the position) Accounting Specialist	11. Section
6. Name and Position Code Description of Direct Supervisor FEGUER, GINA L; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor PARADINE, CINDY A; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 430 W. Allegan Street, Lansing, MI 48933 / Monday-Friday 8:00 a.m. - 5:00 p.m.

14. General Summary of Function/Purpose of Position

This position serves as the Administrative Assistant to the Accounting Division Director performing administrative assignments including advising the Director on accounting systems and strategic planning for the Bureau. This position also serves as an assistant to the department's Chief Accountant and SIGMA Security Administrator, the Division's expert on SIGMA and a professional accountant responsible for special projects.

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: 55

Professional Administrative Assistant to the Accounting Division Director.

Individual tasks related to the duty:

- Advise and assist the Accounting Division Director in program planning, strategic planning, and administration of the revenue accounting, revenue receipting and processing, expenditure accounting, and revenue refunds.
- Review and analyze legislation relevant to the Accounting Division. Implement new legislation affecting the Accounting Division or assist others in implementation of new legislation. Develop policy, procedures and system changes needed to implement new legislation.
- Assist in the development of policy and procedures relative to the Accounting Division programs and the SIGMA accounting system and other automated accounting programs, Monitor procedures, guidelines and policies.
- Serve as Division's representative in meetings with other Divisions, Bureaus, and other Departments. Fill in for the Division Director and Section Managers if they are unable to attend meetings.
- Coordinate resolution of audit findings and recommend changes in accounting/financial procedures and processes.
- Follow-up on compliance with Auditor General, Department of Management and Budget, Internal Audit, and Department of Treasury requirements.
- Maintain records and prepares reports and correspondence related to the work.

Duty 2

General Summary:

Percentage: 20

Serve as a professional accounting specialist, project leader, and analyst on projects involving Department-wide accounting/financial activities and accounting/financial activities of the Accounting Division.

Individual tasks related to the duty:

- Due to the nature of the Division and Department's work, this position involves working with Divisions, and Sections within the Bureau of Financial Services, the Department of State, and other State agencies concerning accounting/financial matters.
- Serves as the Division's representative in meetings with other Divisions, other Departments, and vendors regarding projects.
- Manage projects having accounting/financial implications as assigned by the Division Director.
- As project leader, develop and monitor work plans to ensure progress.
- Participate in meetings, committees, and project teams regarding accounting/financial issues.
- Serve as the assistant to the department's Chief Accountant and SIGMA Security Administrator.
- Review, evaluate, and make recommendations for upgrading complex accounting systems.
- Develop alternative strategies for accounting/financial processes based on analysis and research. Make recommendations for changes.
- Assist in the design of automated accounting/financial systems. Evaluate and implement procedures for new programs.
- Assure proper accounting controls are designed, implemented, and followed throughout the Department and/or Division.

Duty 3

General Summary:

Percentage: 20

Perform various accounting tasks and SIGMA and CARS related tasks within the Accounting Division.

Individual tasks related to the duty:

- Review, approve, and/or process complex accounting entries into SIGMA and CARS.
- Perform complex reconciliations between SIGMA and other Department of Management and Budget or Department of State accounting systems.
- Research complex accounting discrepancies and process the necessary correcting entries.
- Analyze and/or prepare specialized accounting functions associated with year-end closing tasks.
- Maintain year-end closing records and prepare quarterly and annual assessment reports.
- Work with the Division's professional accountants to implement new complex accounting/financial systems, upgrading previous automated processes, automation of manual processes.

Duty 4

General Summary:

Percentage: 5

Perform related work appropriate to the classification as assigned.

Individual tasks related to the duty:

- Perform tasks and assignments received from the Director.

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

- Decisions in the absence of the Division Director.
- Decisions to the most appropriate staff to assign projects or when to assist Division staff.
- Decisions as to appropriate accounting procedures.
- Decisions as to appropriate hardware and software needed to automation of work processes.
- Formulation of recommendations for policies, and procedures regarding accounting/financial activities such as cash control, internal controls, inventory controls, security, etc.
- Decisions on the management of special projects.

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

When priorities cause a conflict with other areas of the Division or are politically sensitive.

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.

Sitting for long periods of time at a computer. Travel between assigned work location, Secondary Complex, and other state buildings.

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 Administrative Assistant to the Accounting Division Director performing administrative assignments including advising the Director on accounting systems and strategic planning for the Division. This position also serves as the assistant to the Department's Chief Accountant and SIGMA Security Administrator, the Division's expert on SIGMA and a professional accountant responsible for special projects.

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 Division is responsible for establishing and maintaining the budgetary and internal control structures that allow for the timely and accurate presentation of the Department of State's financial statements, schedules, and legislative reports. This includes all aspects of the fiscal year-end closing process. The division accounts for all expenditure-related transactions including payments. In addition, the Division accounts for and distributes over \$3 billion dollars annually in revenue and processes associated revenue funds. The Division also maintains accounts receivable records and a centralized cashiering operation, which is a revenue receipting and processing activity. This position serves as the Administrative Assistant to the Accounting Director performing administrative assignments, advises the Division Director, and represents the Division Director.

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:

Accounting Specialist 13

Four years of professional experience performing or auditing the systematic classification and evaluation of accounting data and the preparation of related financial and managerial reports equivalent to an Accountant, Auditor, or Assistant Auditor General including two years equivalent to an Accountant P11, Auditor P11, or Assistant Auditor General P11 or one year equivalent to an Accountant 12, Auditor 12, or Assistant Auditor General 12.

Alternate Education and Experience

Accounting Specialist 13

Possession of a Certified Management Accountant certification (CMA) may be substituted for six months of Accountant P11 experience.

OR

Possession of a Certified Public Accountant certificate (CPA) may be substituted for one year of Accountant experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of state and federal laws and legislative processes related to accounting. Knowledge of Generally Accepted Accounting Principles.
- Knowledge of SIGMA.
- Knowledge of accounting, administrative, and internal controls.
- Knowledge and ability to review, analyze complex accounting systems for automation and upgrading.
- Ability to recommend solutions to resolve complex accounting systems for automation and upgrading.
- Ability to plan, coordinate and expedite work projects.
- Ability to communicate with others.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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