

**State of Michigan
Civil Service Commission**

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

Position Code

1. ACCOUNTE

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 Accountant-E	10. Division Accounting
5. Working Title (What the agency calls the position) Revenue Accountant	11. Section Revenue Management
6. Name and Position Code Description of Direct Supervisor BROWN, AIMEE V; ACCOUNTANT MANAGER-4-FZN	12. Unit
7. Name and Position Code Description of Second Level Supervisor FEGUER, GINA L; STATE DIVISION 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 a professional accountant responsible for accounting, revenue projections and monitoring, and internal control activities within the Revenue Collection and Monitoring Section. The position further serves as a professional accountant and analyst on special projects involving Section, Department, and statewide accounting and financial activities. This includes implementing new accounting and financial systems, upgrading previously automated processes, and automating manual processes in accordance with Generally Accepted Accounting Principles.

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: 60

Perform various accounting duties serving as a professional accountant within the Revenue Collection and Monitoring Section.

Individual tasks related to the duty:

- Review and release journal vouchers.
- Prepare and monitor revenue projections.
- Prepare accounting entries for processing in the accounting system.
- Research accounting discrepancies and process the necessary correcting entries.
- Perform reconciliations between SIGMA and other Department of Technology Management and Budget or Department of State accounting systems.
- Reconcile control accounts and maintain applicable subsidiary ledgers.
- Prepare and analyze financial statement and accounting reports for department management.
- Perform specialized accounting functions associated with year-end closing tasks.
- Assist the Revenue Collection and Monitoring Section manager in preparing the quarterly and annual assessment reports.
- Review legislation relevant to the Department Services Administration. Assist in the implementation of new legislation affecting the Bureau.

Duty 2

General Summary:

Percentage: 20

Serve as professional accountant and analyst on projects involving Department-wide accounting/financial activities and accounting/financial activities of the Revenue Collection and Monitoring Section.

Individual tasks related to the duty:

- Participate in projects with accounting/financial implications to assure that proper accounting and internal controls are designed, implemented, and followed.
- Assist in developing alternative strategies and make recommendations for accounting/financial processes based on analysis and research.
- Assist with the design, development, testing, and implementation of accounting systems and procedures within the Revenue Collection and Monitoring Section in accordance with Generally Accepted Accounting Principles.
- Assist in the preparation of project summaries for distribution to interested persons.
- Work with the Bureau's professional accountants to implement new accounting/financial systems, upgrade previous automated processes, and automate manual processes.

Duty 3

General Summary:

Percentage: 10

Develop or revise accounting procedures for the Revenue Collection and Monitoring Section to integrate the Bureau's revenue accounting operations with department wide and statewide systems.

Individual tasks related to the duty:

- Develop guidelines to adjust the formal accounting records in accordance with accounting principles and theories.
- Develop guidelines for the maintenance and reconciliation of financial data.
- Prepare and update software related user documentation and user manuals for adoption by management to support the automated business needs of the department.
- Prepare and update policy and procedure manuals for adoption by management to support the automated business needs of the department.

Duty 4

General Summary:

Percentage: 10

Perform related work appropriate to the classification as assigned.

Individual tasks related to the duty:

- Perform tasks and assignments received from the section manager.

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

Decisions as to appropriate accounting procedures.

Determine compliance with policies, procedures, and various statutory requirements.

Formulation of recommendations for decisions as to appropriate hardware and software needed for automation.

Formulation of recommendations for policies and procedures regarding accounting/financial activities such as cash control, internal controls, security, etc.

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

When priorities cause a conflict with other areas of the section, bureau or department, 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 and other State Buildings. Some light lifting may be required.

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):

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| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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 a professional accountant responsible for accounting, revenue projections and monitoring and internal control activities within the Revenue Collection and Monitoring Section. The position further serves as a professional accountant and analyst on special projects involving Section, Department and Statewide accounting and financial activities. This includes implementing new accounting and financial systems, upgrading previously automated processes, and automating manual processes in accordance with Generally Accepted Accounting Principles. This position is also responsible for developing and revising accounting procedures that integrate the Bureau's revenue accounting operations with department-wide and statewide systems.

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

New position.

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

The Revenue Collection and Monitoring Section is responsible for establishing and maintaining an internal control structure that allows for the timely and accurate presentation of the Department of State's financial statements and schedules. This includes all aspects of the fiscal year-end closing process. The Section develops and monitors the department's budget, and accounts for all revenue-related transactions including payments. In addition, the Section accounts for and distributes over \$2 billion dollars annually in revenue and processes associated revenue refunds. The Section also maintains accounts receivable records and a centralized cashiering operation, which is a revenue receipting and processing activity. This position performs accounting duties associated with projecting, tracking and accounting for departmental revenues, and is involved with the fiscal year-end closing.

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 9

No specific type or amount is required.

Accountant 10

One year 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 9 or Auditor 9.

Accountant P11

Two 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 10, Auditor 10, or Assistant Auditor General 10.

Alternate Education and Experience**Accountant 9 - 12**

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 certification (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 Michigan Administrative Information Network.

Knowledge of Accounting, Administrative, and Internal Controls.

Knowledge and ability to review and analyze accounting systems for automation and upgrading.

Ability to recommend solutions to resolve accounting and other issues.

Ability to collect and organize accounting data, interpret its significance, and prepare accurate reports.

Ability to plan, coordinate, and expedite special projects.

Ability to communicate effectively 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
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