

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: ACCTASTAD05R

Civil Service Class and Level: ACCOUNTING ASSISTANT-A

Working Title (What the agency calls the position): Accounting Assistant 8

Name and Position Code Description of Direct Supervisor: HUNT, LOUISE T; PARK AND RECREATION SUPV-4

Department/Agency: DNR-NATURAL RESOURCES

Bureau (Institution, Board, or Commission): N/A

Division: Parks and Recreation

Section: Metro Detroit

Unit: Belle Isle

Work Location (City and Address)/Hours of Work: 6925 E. Jefferson Ave., Detroit, MI 48218 / 7 days per week-shifts vary

General Summary of Function/Purpose of Position: The Accounting Assistant position provides support for the Unit Supervisor in the day-to-day operations of Belle Isle. In addition, the position provides administrative support to Milliken State Park and Harbor along with Grayhaven State Harbor. The incumbent will work extensively with accounting practices, administrative policies and procedures, Recreation policies and Human Resource policies and procedures to properly fulfill the administrative management responsibilities of this position.

Incumbent is responsible for all duties relating to small project accounts, accounts payable, accounts receivable, financial/budget reports/reconciliation, payroll, invoice processing, Human Resources functions, public relations and general office operations.

Assigned duties and tasks for each duty.

Duty 1: This position provides accounting support for Belle Isle Park, Milliken State Park and Harbor and Grayhaven State Harbor. It serves as technical expert and completes and oversees all duties related to revenues and expenditures for these units. Works independently prioritizing work on a day-to-day basis.

- Audit invoices, statements, credit card purchases/logs, and travel expense vouchers.
- Process all invoices for payment into the SIGMA system by direct voucher or under purchase orders.
- Prepares permits including invoicing for groups/organizations renting the group use area.
- Take bids and gathers data for processing purchase orders or placing info on Bid4Michigan.
- Provide training; enter data and reconcile records in the CAMIS System.
- Maintain records and follow up on accounts receivables/payables with hundreds of vendor accounts.
- Compile, review, maintain, audit and monitor all financial transactions pertaining to revenues using CAMIS.
- Oversee the work and cash handling practices of Park and Recreation Ranger's data entry in CAMIS.
- Process self-registration and violation notices, with follow up on collecting unpaid fees.
- Balance Park and Recreation Ranger cash boxes, issue motor vehicle permits, issue change funds and reconcile unit change funds weekly.
- Prepare bank deposits, scan deposit for downloading to cashiers' office and train staff in same along with night drops.
- Run various SIGMA reports, review and verify for accuracy (expenditures/encumbrances/payroll).
- Assist manager with the development of yearly budget requests and the completion of monthly reports.
- Audit VTS (vehicle travel services) driver logs monthly.
- Order Recreation Passports on an annual basis and reconcile inventory of same weekly.
- Process transfers of permits with other units.
- Meets fiscal year-end deadlines and follows required procedures relating to year-end closing.
- Enter utility data on all accounts into the Energy Usage Database.
- Assists manager/supervisor in conducting cash handling training to all employees.
- Comply with DNR and Recreation Division cash handling policies and procedures.
- Set up new-year contracts, obtains price quotes, bidding to vendors when needed, entering field requisitions into SIGMA.
- Comply with DTMB directives to purchase goods and services (CS138's) utilizing SIGMA and set up new requests.
- Provide guidance to vendors on registering their business with the State system and setting up EFT's.
- Answers inquiries on all financial transactions and problem solve for vendors and customers.
- Other duties as assigned.

Duty 2: • Personnel Transactions: Responsible for the Human Resource functions of facility employees. Processes completed for Belle Isle, Milliken, and Grayhaven.

- Process all personnel forms and employee packets for new hires, transfers, returning seasonal rangers, and State Worker 4 employees. Process all employee departures.
- Audit time and attendance for all facility employees in SIGMA. Enter various employees time into SIGMA using submitted timesheets. Audit timesheets for completeness and accuracy of hours reported and coordinate with supervisor as needed. Contact employee for any errors needing resolution. Process payroll adjustments in SIGMA as needed.
- Audit Business Object printouts of bi-weekly payroll and submit requests for corrections.
- Track employee step increases and incorporate wage increases in the appropriate spreadsheets.
- Maintain confidential and accurate personnel files for State Workers.
- Stay current with any changes to the SIGMA and HRMN systems.
- Maintain records complying with records retention schedule.
- Enter information into the database for pre-employment drug and Criminal History Tests.
- Possess knowledge of Civil Service and DNR Work Rules and union contracts in order to provide information as requested.
- Prepare job interview packets for manager/supervisor. Participate on interview panels as needed.
- Other duties as assigned.

Duty 3: Visitor Services/Public Relations

- Address needs of walk-in visitors.
- Answer telephone calls. Receive and screen visitor informational requests. Route messages to appropriate staff or other DNR representatives, state agencies, or local units of government.
- Distribute information and flyers to the general public.
- Assist with vehicle Passport sales and process all picnic shelter reservations.
- Address visitor complaints in the absence of the supervisor.
- Maintain phone call answering machines.

Assist with updating park maps, informational flyers, brochures, and electronic media.

Duty 4: Miscellaneous administrative and clerical support.

- Proofread and edit outgoing correspondence for correct grammar, spelling, punctuation, completeness and content.
- Open, sort and distribute incoming mail to staff. Independently determine which items must be handled by the supervisor.
- Maintain inventory of office supplies and order as needed.
- Maintain adequate supplies of all forms and order on field requisitions as needed.
- Update various division and department manuals.
- Attend training sessions as directed to gain knowledge and improve skills

Operate office equipment including computers, printers, fax machines, credit card machines and multi-line phone systems. Provide assistance to other employees in the operation of this equipment. Determine when equipment needs servicing. Make office equipment recommendations to supervisor. Work with MTMB Services on repairs

Types of decisions made independently and whom or what those decisions affect: Prioritize administrative and accounting work as applicable to this position. Make corrections within accounting systems, setup new vendors, and determine proper accounting codes to distribute and/or charge. Review and analyze information and materials, prepare reports and complete financial spreadsheets. Research and solve problems related to accounts receivable, accounts payable and human resource functions.

The Public, Lansing and district office, Urban District Unit Supervisor, and this unit's staff is affected by these decisions

Types of decisions that require the supervisor's review: Violation of contracts with vendors and purchasing violations that require a higher level authority for resolution.

When no past practice has been established and no policy or procedure is available.

When requests are made outside position's authority or information submitted is unclear or incomplete.

Decisions pertaining to major public complaints.

Physical effort used to perform this job and environmental conditions of this position: Office area can become very busy and crowded in normal day-to-day operational demands. This requires a calm approach to tasks to properly facilitate visitor and employee demands.

Hand dexterity to perform word processing, typing or recordkeeping.

Sitting, standing, bending, and working at a computer for long periods of time. Periodically move office equipment and supplies as necessity requires. Periodic lifting of supplies less than 50lbs.

Names and classes and levels of employees whom this position immediately supervises:

The essential functions of this position: • This position provides accounting services for Belle Isle Park, Milliken State Park and Grayhaven units which includes accounts receivables, accounts payables, collections, invoicing, procurement, budget tracking, data collection and analysis, reporting and auditing. Ensure timely depositing and reporting of generated revenues.

- Distribute, oversee and train employees on cash handling, forms and receipt completion for and CAMIS relevant to Belle Isle Park, Milliken and Grayhaven.
- Set-up, schedule, coordinate and attend meetings, take notes, training and conferences for Belle Isle, Milliken, and Grayhaven.
- Provide administrative management at this unit and other workstations.
- Perform various human resource functions including processing new hires, recalls, departures, and processing payroll for Belle Isle Park, Milliken, Grayhaven.
- Assist with public contact demands of this unit.
- Manage daily office operations and act as an extension of the Unit Manager in their absence.
- Distribute, request, review and analyze information and documents for the Belle Isle Park, Milliken and Grayhaven.

The function of the position's work area and how it fits into that function: The mission of the Park and Recreation Division is to acquire, protect and preserve the natural and cultural features of Michigan's unique resources and provide access to land and water based public recreation and educational opportunities. The function of this position is to assist the Unit Manager in the day to day operation of Belle Isle, Milliken State Park, and Grayhaven. This position is essential in meeting the considerable budgetary, payroll, and public contact requirements generated from Belle Isle, Milliken, and Grayhaven. The individual in this position will ensure accounting accuracy, policy and procedure compliance and consistency at the unit.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

EDUCATION:

Educational level typically acquired through completion of high school

Default education not available

EXPERIENCE:

Three years of administrative support experience, including one year equivalent to an Accounting Assistant E7, 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:

Must possess excellent communication skills.

Ability to interact with the public in a friendly, approachable manner. Ability to disseminate information to the public.

Must be able to interpret various state policies and procedures and make recommendation to management and staff.

Ability to perform mathematical calculations and interpret instructions and guidelines.

Proficiency with personal computer systems and associated accounting software. Microsoft Word, Excel, e-mail.

Ability to maintain detailed and highly accurate records.

Ability to work under pressure with complex work subjects and large amounts of data within short deadlines.

Ability to work independently.

Ability to adapt to changes in work requirements on short notice.

CERTIFICATES, LICENSES, REGISTRATIONS:

Michigan Driver's License