

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

Position Code 1. ACCTTCHEC96R

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 DOC-CORRECTN CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Budget and Operations Administration
4. Civil Service Position Code Description Accounting Technician-E	10. Division PMCD
5. Working Title (What the agency calls the position) Accounting Technician	11. Section Finance
6. Name and Position Code Description of Direct Supervisor FOTNAKES, ANDREW; STATE ADMINISTRATIVE MANAGER-1	12. Unit Accounts Payable
7. Name and Position Code Description of Second Level Supervisor JOHNSON, SHARENE, STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Grandview Plaza - 206 E. Michigan Ave., Lansing, MI 48933 / 8:00am - 5:00pm, Monday - Friday

14. General Summary of Function/Purpose of Position

This position performs a large range of technical support functions for the Substance Abuse Program Section and Sex Offender Services Section. These include review of programmatic and operational procedures and contracts; reviewing, compiling and monitoring contracts, financial and evaluation data; preparing reports; and providing technical assistance and training. Enter payment data and view transaction history in the new Statewide Integrated Governmental Management Application (SIGMA) System Considerable independent judgement is used in carrying out these technical assignments.

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: 50

Reviews and evaluates Substance Abuse Services and Sex Offender Services invoices to determine if prescribed programmatic requirements are met; certifies acceptance of billing documents. Prepares and/or edits reports related to contractor payment. Compiles, reviews and monitors financial data and financial reporting systems. Prepares information for contracts that will be shared with Procurement.

Individual tasks related to the duty:

- Reviews contractor invoices for acceptance and compliance with the appropriate contracts. Answers inquiries regarding contracts, amendments, and regulations. Compiles and monitors financial data and client statistical data.
- Ensure all treatment is billed in accordance with sentencing and all extensions are processed correctly for billing. Verify enrollment dates, that dates are billed in accordance with contract standards.
- Submit invoices with discrepancies noted to program staff for review and approval. Work with Program Managers regarding billing discrepancies. Prepare payment documents for Accounts Payable Department.
- Enter payment request information into SIGMA.

Duty 2

General Summary:

Percentage: 20

Preparation of annual and quarterly reports to the department management staff, the legislature and various federal and state funding bodies. Development of instructions related to billing and payment for PMCD, which focuses on new requests for proposals and new contracts.

Individual tasks related to the duty:

- Compiles, reviews and monitors financial, statistical and other data related to contractors providing Substance Abuse Services and Sex offender Services for the Section, Department and other governmental agencies, legislature and service providers.
- Drafts client billing reporting instructions and procedures for contractor's use. Designs and modifies reporting forms for contractor's use.
- Preparation of annual reports, quarterly reports, and projections to the department management staff, the legislature, and various federal and state funding bodies.
- Drafting billing requirements for RFP's and other Procurement activities
- Guidance with any contractual evaluation and financial reporting.
- Prepares and produces financial reports and charts addressing financial questions not covered in routine monthly reports.

Duty 3

General Summary:

Percentage: 20

Communicates information with vendors about billing and invoicing through phone calls, training sessions, and participation in contract meetings. Works collaboratively with MDOC program staff and contract monitors to ensure that contractors are billing according to contractual requirements.

Individual tasks related to the duty:

- Answers inquiries related to billing requirements, invoices, and the program service requirements.
- Conducts monitoring reviews on contractor's billing and services and determines the need for further compliance review.
- Schedule training for new contractors. Identifies deficiencies for reporting. Prepares training materials. Trains new contractors, retrains current contractors having difficulties. Compiles and audits documents pertaining to bills, reports, contracts, regulations and policies. Makes recommendations to program managers, contract managers, and contract monitors.
- Responds to inquiries from other departmental and administration staff, from contractors, and from other state agencies monitors the development of financial and billing questions for appropriate monitoring tools.
- Participates in conference calls and other meetings with program area and contractors as appropriate.

Duty 4

General Summary:

Percentage: 10

Develop and maintain complex spreadsheets related to contractual financial and billing information. This includes tracking information to ensure contract balances have the funds needed for processing payments.

Individual tasks related to the duty:

- Track any unpaid invoices for various vendor accounts. Assure all transactions are accurate and properly recognized and recorded.
- Provide information to program area and PMCD staff regarding the status of payment.
- Work with PMCD staff to communicate contracts where additional funds are needed.
- Develop and modify billing templates for contractors.

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

Whether or not to reject or question invoices from contractors for payment of services. Determine the best way to review and evaluate contractor billings. Make recommendations regarding billing inaccuracies. Review account coding for accuracy.

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

Resolution of issues that differ from policy and procedure.

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.

Extensive computer work, sitting for long periods of time, frequent use of the telephone. The employee is under constant time pressures to process payments on a timely basis.

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):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> 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 performs a large range of technical support functions to the Substance Abuse Programs Section. Technical work includes review of programmatic and operational procedures and contracts, reviewing, compiling and monitoring contracts, monitoring financial data and evaluation data, preparing reports and providing technical assistance and training. Independent judgement is used.

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

No changes.

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

The Substance Abuse Programs Section is responsible for overall development and maintenance of substance abuse testing and treatment programs within the Department. This involves overseeing the billing and invoicing process for over 43 contracts that spans four different programs.

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

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Accounting Technician 7

One year of experience involving posting to ledger accounts, reconciling accounts, executing adjustments, and preparing financial statements equivalent to an Accounting Assistant E7.

Accounting Technician 8

Two years of experience involving posting to ledger accounts, reconciling accounts, executing adjustments, and preparing financial statements, including one year equivalent to an Accounting Technician 7 or an Accounting Assistant 8.

Accounting Technician E9

Three years of experience involving posting to ledger accounts, reconciling accounts, executing adjustments, and preparing financial statements, including one year equivalent to an Accounting Technician 8, two years equivalent to an Accounting Technician 7, or one year equivalent to an Office Supervisor with a subclass code of BKPS.

Alternate Education and Experience

Accounting Technician 7

Completion of two years of college (60 semester or 90 term credits) with at least 16 semester (24 term) credits in accounting courses may be substituted for the experience requirement.

Accounting Technician 8

Possession of a Bachelor's degree with at least 16 semester (24 term) credits in accounting courses may be substituted for the experience requirement.

Accounting Technician E9

Possession of a Bachelor's degree with at least 16 semester (24 term) credits in accounting courses and one year of job-related experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of PC systems and programs such as MAIN.

Knowledge of accounting procedures and practices.

Ability to assemble pertinent data for the processing of payments.

Ability to determine work priorities when multiple complex tasks must be completed.

Ability to follow instructions and to work well under pressure is essential.

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