State of Michigan
Civil Service Commission

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

Position Code
1. ACCTASTAA62R

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 ASSISTANT-A	**10. Division** Finance and Accounting
5. Working Title (What the agency calls the position) Accounting Assistant-A	**11. Section** Accounts Payable
6. Name and Position Code Description of Direct Supervisor VACANT; FINANCIAL MANAGER	**12. Unit** Accounts Payable
7. Name and Position Code Description of Second Level Supervisor HUHN, NICHOLE; STATE ADMINISTRATIVE MANAGER	**13. Work Location (City and Address)/Hours of Work** Grandview Plaza; 206 E Michigan Ave., Lansing, MI 48933 / Monday - Friday / 8:00AM - 5:00PM

14. General Summary of Function/Purpose of Position

This position serves as an advanced level worker responsible for the pre-audit and processing of payments for MSI budget area vendor invoices in SIGMA. The position reconciles and processes commodity and non-commodity-based payments in SIGMA, along with journal vouchers and correction documents in SIGMA. The position ensures all transactions post correctly to balance sheet accounts in SIGMA, as well as ensuring proper chart of account coding and event types are applied for journal vouchers and correction documents in SIGMA. Explains work instructions to other Accounting Assistants in the work area, adapting guidelines to the assignment as necessary. In addition, this position interacts with other department staff and vendors.

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:** **75**

Prepares and processes commodity-based vendor payments in SIGMA. Ensures proper posting to Balance Sheet Accounts in SIGMA.

Individual tasks related to the duty:

- Prepares and processes invoices in SIGMA for payments to vendor.
- Reconciles encumbered purchasing document with Accounts Payable documents.
- Ensures transactions post correctly to the Balance Sheet Accounts in SIGMA.
- Assists other Accounting Assistants in the work area ensuring open encumbrances are reviewed and closed in appropriate fiscal year.
- Responds to inquiries regarding payments and provide reports with financial data for vendors and program area staff.
- Follows up to ensure payment reaches vendors.
- Ensures accurate preparation for digital filing storage is complete by Accounting Assistants.

Duty 2

General Summary: **Percentage:** **10**

Prepares and processes non-commodity-based purchasing documents and accounting-based documents in SIGMA.

Individual tasks related to the duty:

- Ensures non-contract and miscellaneous vendor transactions post to correct balance sheet accounts in SIGMA.
- Appropriately applies event type, chart of account coding, and posting codes to invoices, employee reimbursements, journal vouchers to disburse funds correctly in SIGMA.
- Determines if any chart of account coding were used in error, prepares correcting entry information.
- Uses the Accounts Payable posting information to provide payment confirmation and financial reports to vendors and program area staff.
- Reviews and reconciles data to prepare and extract upload template from COMS for SIGMA entry.
- Prepares and uploads payment documents for storage in Content Manager.

Duty 3

General Summary: **Percentage:** **5**

Performs other duties as assigned by the supervisor.

Individual tasks related to the duty:

- Assists with other duties as assigned.
- Reconciles information and enters into MSI GSS System.
- Prepares correction documents in SIGMA.
- Assists co-workers when they are absent to ensure that the operation of the unit continues.
- Assists in Fee Collection Unit as assigned.

Duty 4

General Summary: **Percentage:** **5**

Completes preparation for digital storage of payment documents and completes quality assurance review once stored.

Individual tasks related to the duty:

- Ensures accurate preparation for digital filing storage is complete.
- Reviews digitally stored payment documents for accuracy.
- Assists co-workers when they are absent to ensure that the operation of the unit continues.
- Assists in Fee Collection Unit as assigned.

Duty 5

General Summary: **Percentage:** **5**

During year end closing period, works with Finance staff, ensuring proper accruals have been entered into SIGMA to record expenditures and a liability in the closing budget year and fiscal year prior to processing Accounts Payable document.

Individual tasks related to the duty:

- Tracks any unpaid invoices and communicates with vendors year end closing deadlines for all vendor accounts.
- Assures all transactions are accurate and properly recognized and recorded in correct fiscal year.
- Appropriately identifies the need to establish year end accruals in SIGMA.
- Appropriately determines correct fiscal year for posting in SIGMA and ensures measures are taken to record expenditures and accruals in the closing budget year in established timeframe.
- Notifies Finance staff when Accounts Payable document processing is complete to ensure year end accrual is properly liquidated in the new fiscal year.
- Prepares and uploads payment documents for storage in Content Manager.

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

Independent decisions are necessary to effectively perform job duties and to communicate with vendors and staff. The employee makes independent decisions regarding the payments that are to be made, workload priorities, and accounting codes to use when completing journal vouchers or making payments. These decisions impact the entire Department of Correction's accounts.

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

Resolution of issues that are unusual in nature and do not comply with department policy and procedure. Decisions regarding work priorities when the workload is extremely heavy.

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):

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 an advanced level worker responsible for the pre-audit and processing of payments for MSI budget area vendor invoices in SIGMA. The position reconciles and processes commodity and non-commodity-based payments in SIGMA, along with journal vouchers and correction documents in SIGMA. The position ensures all transactions post correctly to balance sheet accounts in SIGMA, as well as ensuring proper chart of account coding and event types are applied for journal vouchers and correction documents in SIGMA. Explains work instructions to other Accounting Assistants in the work area, adapting guidelines to the assignment as necessary. In addition, this position interacts with other department staff and vendors.

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?

This position is in the Accounts Payable Unit of the Finance Division. The accounting assistant is responsible for a variety of accounting related assignments relative to the processing of payments to vendors. This position also is responsible for correcting any accounting errors that are identified.

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 Assistant 8
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:

Ability to select and compile data for statements, expenditures, revenues, accounts, and reports; to reconcile and/or balance financial transactions and accounts; to interpret and apply the instructions and guidelines of the specific work area; to make decisions and take necessary actions; to compose routine correspondence and reports; to meet schedules and deadlines of the work area; ability to assist others in solving work problems; to perform the most complex and difficult assignments; to train employees in their work; and to adapt generalized instructions to the specific activities of the work area.

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.

N/A

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