State of Michigan
Civil Service Commission

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

Position Code
1. ACCTNGAST

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-E	**10. Division** Accounting
5. Working Title (What the agency calls the position) Accounting Assistant-E	**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-1	**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 is responsible for the pre-audit and processing of vendor payments for MSI budget in SIGMA. The position processes commodity and non-commodity-based payments, along with journal vouchers and correcting entries in SIGMA. 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**

Processes commodity-based vendor payments in SIGMA.

Individual tasks related to the duty:

- Receives vendors invoices and processes payment in SIGMA for payments to vendor and corrects journal entry documents in SIGMA.
- Manages encumbrances in program area, providing payments for all encumbered documents in current fiscal year.
- Responds to inquiries regarding payments.
- Prepares and uploads payment documents for storage in Content Manager.

Duty 2

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

Processes non-commodity-based vendor payments and corrects journal entries in SIGMA.

Individual tasks related to the duty:

- Processes prepared invoices in SIGMA for non-commodity-based and manual disbursements.
- Enters upload templates from COMS into SIGMA.
- Enters disbursement corrections and journal vouchers when instructed with appropriate documentation.
- Prepares and upload 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.
- 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:

- Enters accrual documents in SIGMA.
- Enters payments to appropriate fiscal year in SIGMA.
- 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 is responsible for the pre-audit and processing of vendor payments for MSI budget in SIGMA. The position processes commodity and non-commodity-based payments, along with journal vouchers and correcting entries in SIGMA. 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 5
No specific type or amount is required.

Accounting Assistant 6
One year of administrative support experience.

Accounting Assistant E7
Two years of administrative support experience, including one year equivalent to an Accounting Assistant 6, 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:

Knowledge of PC systems and programs such as SIGMA.

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.

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**