

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

Position Code 1. ACCTTCHED20R

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 Finance and Accounting Division
5. Working Title (What the agency calls the position) Accounting Technician-E	11. Section Offender Financial Services
6. Name and Position Code Description of Direct Supervisor HAWN, KRISTA J; STATE ADMINISTRATIVE MANAGER-1	12. Unit Offender Financial Services
7. Name and Position Code Description of Second Level Supervisor ELLISON, TORI J; STATE OFFICE ADMINISTRATOR	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 researching, organizing, and providing technical expertise in the Offender Financial Services Unit within the MDOC Finance and Accounting Division. This includes processing of all court orders, and vendor refunds for prisoners housed in Michigan Department of Corrections. This position reviews court orders and enters them into COMS Trust and Financial Services. Incoming court orders total an excess of over 2,000 each month with over 100,000 active orders to monitor. This position is responsible for reviewing and approving payments and transactions to the courts. This position is also responsible for ensuring proper collection of all current and future court orders to ensure proper payment and collection of all fines, fees, restitution, and costs ordered by the court utilizing COMS Trust and Financial Services system. This position processes prisoner financial transactions related to these court orders utilizing COMS and SIGMA and is responsible for preparing written responses to kites and grievances regarding the financial status of court obligations. This position is responsible for processing vendor refund checks in both COMS and SIGMA.

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: 40**

Process incoming Vendor Refund deposits for statewide MDOC prisoners in COMS and SIGMA.

Individual tasks related to the duty:

- Reconcile vendor refund checks and related documentation provided.
- Contact vendor regarding vendor refund discrepancies or issues.
- Review and process vendor refunds in COMS ensuring funds are properly credited to each prisoner's account.
- Process vendor refund transactions in SIGMA by entering appropriate CR document.
- Process journal vouchers to correct SIGMA transactions as needed.
- Reconcile deposit transactions in COMS and SIGMA.

Duty 2

General Summary: **Percentage: 30**

First line review and approval of COMS court order payment documents and Offender Vital Records Request documents in SIGMA.

Individual tasks related to the duty:

- Review COMS documentation and SIGMA document entry for accuracy of the amount and payee information.
- Verify the correct document type, transaction code, and chart of account information is accurate in SIGMA.
- Ensure SIGMA document is posting to the correct period and fiscal year.
- Print local checks from SIGMA to submit payment to Courts with proper documentation.
- Print local checks from SIGMA to submit payment for Offender Vital Records Requests.

Duty 3

General Summary: **Percentage: 20**

Review incoming court orders to ensure proper entry in COMS and oversee orders to vacate and satisfaction of financial obligation.

Individual tasks related to the duty:

- Ensure court orders received are entered into the COMS system in a timely manner.
- Determine court orders are entered with the correct deduction profile in COMS. Incorrect entries will affect the funds reimbursed to the courts as mandated by the orders.
- Maintain a count incoming court orders and record for accurate record keeping.
- Verify language of vacate orders releasing MDOC from obligation to collect funds.
- Verify orders are paid in full. Process entry of debt satisfaction in COMS system.
- Process refunds for all collections made to prisoner's account in error. Ensure refunds are properly credited to the prisoner's account. If necessary, work with the courts to obtain funds collected in error.
- Prepares written responses to kites and grievances.

Duty 4

General Summary: **Percentage: 10**

Other duties as assigned.

Individual tasks related to the duty:

- Serve as a resource to all facilities for information regarding inmate court orders and vendor refunds. Work with other department to ensure proper interpretation of court orders.
- Provide back up support to Accounts Payable area.
- Complete fiscal year end tasks as assigned.

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

Review and approve input of court orders and vendor refunds received for all regions. Review collection orders to ensure proper collection in COMS Trust and Financial Services. Review and input all Satisfaction of Financial Obligations and all Orders to Vacate.

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

Any orders that require interpretation of state statutes or MDOC policy. Any responses to grievances submitted by prisoners.

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.

This position requires periods of sitting at a desk and working on a computer. Other general office activities performed are standing and bending while accessing filing cabinets, using office machines, and sitting in meetings. This position is not exposed to environmental conditions.

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"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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 researching, organizing, and providing technical expertise in the Offender Financial Services Unit within the MDOC Finance and Accounting Division. This includes processing of all court orders, and vendor refunds for prisoners housed in Michigan Department of Corrections. This position reviews court orders and enters them into COMS Trust and Financial Services. Incoming court orders total an excess of over 2,000 each month with over 100,000 active orders to monitor. This position is responsible for reviewing and approving payments and transactions to the courts. This position is also responsible for ensuring proper collection of all current and future court orders to ensure proper payment and collection of all fines, fees, restitution, and costs ordered by the court utilizing COMS Trust and Financial Services system. This position processes prisoner financial transactions related to these court orders utilizing COMS and SIGMA and is responsible for preparing written responses to kites and grievances regarding the financial status of court obligations. This position is responsible for processing vendor refund checks in both COMS and SIGMA.

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

New establishment.

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

This work area is responsible for the entire court order review, collection, and payment process for all prisoners incarcerated in the State of Michigan. This position ensure orders are entered correctly into the COMS Trust and Financial Services System and are collected as ordered by the court and policy. The position also reviews payments made to the courts for the collections ordered and approves payments on a monthly basis.

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 accounting procedures, practices, methods, techniques, and terminology relevant to the COMS system, SIGMA, and knowledge of the procedures for entry and collection of court orders received by MDOC. Must have superior organizational skill and ability to handle multiple facets of the work load required in the area of court order entry.

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

11/29/2021

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.

<div>Employee</div>	<div>Date</div>
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