

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

Position Code

1. ACCTTCHED39R

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
5. Working Title (What the agency calls the position) Accounting Technician-E	11. Section Accounting
6. Name and Position Code Description of Direct Supervisor HUHN, NICHOLE A; STATE ADMINISTRATIVE MANAGER-1	12. Unit Accounts Payable
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 will assist in reviewing and auditing SIGMA payments for accounts payable staff. This position reviews transactions relating to Chart of Accounts and Encumbrances, processes journal vouchers, reconciles reports and vendor statements, and participates in fiscal year end activities. A good knowledge and experience using SIGMA; compliance with generally accepted accounting principles and other regulatory requirements; ability to interpret complex contract language and develop and implement policies, procedures, and other software used in the position are required.

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

Review, audit, and reconcile payments processed by Accounting Assistants of the section according to GAAP. Ensure that the payments are processed in compliance with the contract. A good knowledge of contract language will ensure payments in a timely manner and at a contracted negotiated rate. Assist in payment processes.

Individual tasks related to the duty:

- Review vendor payments processed by accounting assistants.
- Performs pre-audit checks and review contract for pricing and negotiated terms.
- Reviews complex transactions relating to SIGMA.
- Prepares journal vouchers to correct accounting records.
- Audits payment documents for accuracy and timeliness.
- Determines appropriate funding for expenditure and account codes with proper Chart of Account Coding.

Duty 2

General Summary:

Percentage: 35

Run reports, review, and audit encumbrances, reconcile them to MDOC reports and ensure payments are recorded in the proper fiscal year and the encumbered funds are properly handled during the Fiscal Year End Encumbrance Roll in SIGMA. Establish Payables on Encumbrance documents.

Individual tasks related to the duty:

- Audit and monitor yearly encumbrances.
- Reconcile fiscal year payments and accounts payable documents.
- Ensure the payment is processed and posted by accounting staff.
- Audit payments in a timely manner ensuring they are consistent with contract terms.
- Establish Payables in SIGMA and on Encumbrance documents.
- Determine activity for Encumbrance Roll process during Year End.

Duty 3

General Summary:

Percentage: 15

Duties as assigned by the supervisor or the manager of the unit such as processing Journal vouchers at fiscal year-end. Run Business Intelligence reports to review encumbrances, open accounts payables and receivables.

Individual tasks related to the duty:

- Review funding for program area payments and notify manager when appropriations are about to run out of funds for vendor or other payments.
- Take directions from the Managers in MDOC Finance for other projects when needed.
- Run Business Intelligence Report for payments to vendor and reconcile to appropriations as needed.
- Reconcile and reclass Accounting Transactions as per the procedures from OFM- Financial Management Guide (FMG) and in accord with Generally Accepted Accounting Principles (GAAP).

Duty 4

General Summary:

Percentage: 10

Post Audit SIGMA processed transactions upload supporting documentation into Content Manager.

Individual tasks related to the duty:

- Ensure SIGMA processed transaction goes through the automated process to create an EFT or AD for vendor to receive payment.
- Upload supporting SIGMA documentation into Content Manager for records retention.

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

Prioritizing workload to meet deadlines and during fiscal year end.

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

When policy or instruction is unclear; when confronted with a problem that has not been covered in training or previously addressed. When deviation from procedure is requested in special circumstances.

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.

Environmental conditions are typical of an office setting.

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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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 reviews payment documents, including those for contractual services and maintains financial control records, including declining balances on contracts and CS-138's.

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 position is in the Central Office Finance area. This position assists the Manager concerning issues relating to process improvement. This position will work with Accounts Payable staff and the vendor and help them with any problems and concerns.

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 governmental accounting practices, automated accounting systems, business management practices, techniques used in identifying errors, office equipment, and governmental budgeting procedures: the ability to analyze financial records to plan and organize office procedures, to collect and organize accounting data, to make accurate mathematical computations to assemble and compile data in the preparation of financial and statistical reports, and to communicate effectively both verbally and in writing.

**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