

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

Position Code 1. STUDASTEP94R

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 TREASURY CENTRAL PAYROLL
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Investments
4. Civil Service Position Code Description Student Assistant-E	10. Division Trust Accounting Division
5. Working Title (What the agency calls the position) Student Assistant	11. Section Accounting Sytsems and Control
6. Name and Position Code Description of Direct Supervisor WELLS, HEATHER; ACCOUNTANT MANAGER-4	12. Unit
7. Name and Position Code Description of Second Level Supervisor MARYBETH GIENAPP - STATE ADMINISTRATIVE MANAGER	13. Work Location (City and Address)/Hours of Work Remote / Monday - Friday 8:00 A.M. - 5:00 P.M.

14. General Summary of Function/Purpose of Position Under the direct supervision of the Accountant Manager of the Trust Accounting Division (TAD), the Student Intern will provide assistance in the reconciliation, reporting, the preparation of adjusting accounting entries and the payment of investment fees. The Student Intern will assist in automating required annual, quarterly, and other financial reporting, as well as performing other miscellaneous accounting duties as assigned.
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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: 30

Responsible for providing assistance in reconciliation and reporting investment activity.

Individual tasks related to the duty:

- Reconciling investment transactions to accounting records.
- Preparing and distribution various investment reports.

Duty 2

General Summary:

Percentage: 30

Responsible for providing assistance in the preparation of adjusting accounting entries for investments and investment fees.

Individual tasks related to the duty:

- Assembles and compares accounting ledgers and bank statements.
- Utilizes the system of record to verify incoming and outgoing wires.
- Assures accurate information is included in the State of Michigan accounting records by verifying third party records.

Duty 3

General Summary:

Percentage: 30

Responsible for assisting in the automation of required annual, quarterly, and other federal financial reporting.

Individual tasks related to the duty:

- Assists in preparation of Federal reporting in accordance with State of Michigan policy.
- Automates annual, quarterly, and federal financial reporting documents.

Duty 4

General Summary:

Percentage: 10

Performing other miscellaneous accounting duties as requested.

Individual tasks related to the duty:

- Responsible for assisting in preparing ad hoc reports.
- Responsible for preparation of miscellaneous accounting entries.

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

Student works under the direct supervision of the Accountant Manager 15 of the TAD.

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

Student works under the direct supervision of the Accountant Manager 15 of the TAD.

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.

Physical activities in a normal office environment including, but not limited to, sitting, standing, stooping, walking, telephone usage and significant operation of a personal computer.

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):

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|---|------------------------------------|---|-----------------------------------|
| 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?

Under the direct supervision of the Accountant Manager 15 of the TAD, the Student Intern will provide assistance in the organization and archiving of financial documents and will also provide assistance in the preparation of adjusting accounting entries for investments. The Student Intern will assist in automating required annual, quarterly, and other federal financial reporting, as well as performing other miscellaneous accounting duties as assigned.

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

New position.

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

The Trust Accounting Division provides trust services to the investment divisions of the Bureau of Investments and to other State agencies and departments. This position will provide assistance in reconciliation and the reporting investment activity; will provide assistance in the preparation of adjusting accounting entries for investments; will assist in automating required annual, quarterly, and other federal financial reporting; will perform other miscellaneous accounting duties as assigned.

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

EDUCATION:

Current enrollment in high school, vocational or technical school, or post-secondary educational institution.

DESIRABLE: A declared major in Accounting is strongly preferred.

EXPERIENCE:

Student Assistant A

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Basic knowledge of accounting terminology & practices as well as mathematics is required. Incumbent should have a working knowledge of word-processing, spreadsheet, and database computer programs, specifically Microsoft Office programs. The incumbent is expected to be able to follow oral and written instructions, learn the work of the division, and communicate effectively.

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.

CARLA JENKS

5/14/2025

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