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.

<table>
<thead>
<tr>
<th>2. Employee's Name (Last, First, M.I.)</th>
<th>8. Department/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LICENSING AND REGULATORY AFF</td>
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</table>

<table>
<thead>
<tr>
<th>3. Employee Identification Number</th>
<th>9. Bureau (Institution, Board, or Commission)</th>
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<tbody>
<tr>
<td></td>
<td>Michigan Liquor Control Commission</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Civil Service Position Code Description</th>
<th>10. Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Assistant-E</td>
<td>Finance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Working Title (What the agency calls the position)</th>
<th>11. Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Receivable/Payable Accounting Assistant</td>
<td></td>
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<tbody>
<tr>
<td>THEBO, PAMELA; ADMINISTRATIVE TECH SUPV-3</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>7. Name and Position Code Description of Second Level Supervisor</th>
<th>13. Work Location (City and Address)/Hours of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>HAMILTON, PAMELA; STATE ADMINISTRATIVE MANAGER</td>
<td>525 W. Allegan St., Lansing, MI 48909 / Monday - Friday, 8am - 5pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>14. General Summary of Function/Purpose of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>This position handles accounts payable, and miscellaneous accounts receivable for the agency. The agency generates all of its own payment documents for liquor purchases (payables), which are reviewed by this position, prior to preparation and entry of these payments in the State's accounting system. Payments for purchases amount to over $900,000,000 annually. This position also makes payments to vendors for the liquor distribution fees, amounting to over $75,000,000 annually. This position monitors, reconciles and balances miscellaneous accounts receivable. This position sends invoices to collect payments of miscellaneous accounts receivable. The position maintains records and prepares reports for accounts payable, receivable and miscellaneous accounts receivable. This position answers questions about accounts payable and miscellaneous accounts receivable.</td>
</tr>
</tbody>
</table>
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: 65

Perform payables and payables related tasks for liquor purchases for the agency. Make payments to vendors for the liquor purchases and distribution fees for cases purchased. Perform adjustment related duties to the purchase orders including liquor returns and debit and credit memos.

**Individual tasks related to the duty:**

- Receive and process daily purchase orders for liquor purchases. Reconcile daily purchase orders with weekly purchase order, and review for reasonableness. Enter payments for liquor and liquor distribution fees into the state’s accounting system. Distribute weekly purchase orders and any accompanying documentation to vendors weekly. Maintain division filing system on weekly purchase orders. Prepare reports relative to the work. Direct vendors to Sigma website to enable them to receive payments.

- Prepare spreadsheets of debit and credit memos for liquor returns to supplier from state inventory upon notification of canceled codes, change in Authorized Distribution Agent (ADA), and other adjustments. Upload to mainframe. Receive exception report of adjustments too large to relieve on the week’s purchases. Re-enter exceptions in a subsequent week, as appropriate. Research and resolve other exception errors. Reconcile and balance net debit/credit memos processed with spreadsheet upload. Pay ADA’s the distribution fees for the cases purchased through special purchase orders. Maintain filing system on these special documents.

**Duty 2**

**General Summary:** Percentage: 20

Handle inquiries from vendors and the general public regarding invoices and payments. Provide confirmation of amounts due to vendors as requested.

**Individual tasks related to the duty:**

- Receive telephone calls and correspondence from vendors and the general public relating to billings and payments. Research and resolve problems. Compose routine letters, reports and other correspondence relative to the work. Maintain favorable public relations.

**Duty 3**

**General Summary:** Percentage: 10

Perform miscellaneous accounts receivable related functions for the agency.

**Individual tasks related to the duty:**

- Obtain source documentation for invoice preparation. Prepare and mail invoices with supporting documentation. Make entries for receivables into accounting system. Prepare aging report for receivables every month. Follow up on aging report by preparing statements, past due notices, or telephone inquiries. Correct errors or make adjustments to invoices. Maintain files for all receivables. Prepare other reports relative to the work. Relieve receivables in system upon receipt of funds, or receive notification of relieved receivable. Match with outstanding invoice file.
Duty 4

General Summary:

Assist with or perform duties related to special projects or reports. Assist other staff members with workload.

Individual tasks related to the duty:

- Prepare special reports or retrieve financial and statistical information upon supervisor's request for trade publications, newspapers, other control states, other agencies and departments, and the public. Perform work on special projects as requested.

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

The employee decides if a claim of a payment error is legitimate based on a review of the documentation and makes an appropriate correction to the records, if needed. The employee works independently within well established guidelines for performing the work.

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

The employee would bring any problem of a non-routine nature to the attention of the supervisor. The employee would refer a vendor or other caller to the supervisor if resolution to a problem could not be reached. Problems discovered in the weekly purchase order report would be brought to the attention of the supervisor.

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.

Minimal physical effort is required in this position. The work is performed in a standard office environment. The job involves long periods of personal computer use to enter data.

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.
- Provide formal written counseling.
- Approve leave requests.
- Approve time and attendance.
- Orally reprimand.
- Assign work.
- Approve work.
- Review work.
- Provide guidance on work methods.
- 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 serves processes accounts payable duties and the miscellaneous accounts receivable duties for the agency. The agency generates all of its own payment (payables) documents for liquor purchases, which are reviewed by this position, prior to preparation and entry of these payments in the State's accounting system. Payments amount to $900,000,000 annually. This position also makes all payments for the liquor distributions fees, amounting to over $75,000,000 annually.

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 Financial Management Division is a complex division, which involves large revenue collection (approximately $1.5 billion) and merchandise movement (9.0 million cases of spirits) each year as well as the operation of sophisticated information technology processes. The division is responsible for the performance of the accounting functions for the Commission. These functions include administration and accounting for the spirit wholesaling function, purchasing of distilled spirits, maintenance of accounts payable and accounts receivable, budgeting, review and approval of spirit product quotations, preparation of monthly and annual financial statements, payment of expenses, transfers of revenue, and the collection/verification/recording of taxes, licensee fees and wholesale proceeds. This position performs accounting functions related to accounts payable and accounts receivable in the division.

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 accounting terminology and practices. Knowledge of general record keeping and filing systems. Ability to add, subtract, multiply, and divide arithmetical figures. Ability to perform data entry. Ability to effectively communicate verbally. Good telephone etiquette is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.
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.

AMANDA SATKOWSKI
Appointing Authority
7/13/2020

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