

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 LICENSING AND REGULATORY AFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Finance and Administrative Services
4. Civil Service Position Code Description Student Assistant-E	10. Division Budget and Accounting
5. Working Title (What the agency calls the position) Accounting Student Assistant	11. Section Accounting Services
6. Name and Position Code Description of Direct Supervisor TEEL, JUSTIN J; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor O'BERRY, KIMBERLY A; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 611 W OTTAWA ST; 4TH FLOOR, LANSING, MI 48933 / 30
14. General Summary of Function/Purpose of Position The student assistant will perform a variety of administrative support activities related to accounting within the Accounting Services Section at LARA. This is an entry level student assistant position performing work under close and immediate supervision.	

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: 90

This position will perform administrative duties on behalf of the Accounting Services Section under supervision.

Individual tasks related to the duty:

- Review draft and pending documents in SIGMA and resolve issues to ensure timely submission of documents
- Assist Accounting staff with quarterly mailings
- Provide support during year-end close, including various administrative and accounting tasks
- Complete SIGMA entries as needed
- Assist Accounting staff with department-wide allocation processes
- Assist with reconciliations for incoming revenue
- Note taking for monthly/quarterly bureau spend plan meetings

Duty 2

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Other duties and responsibilities assigned by management.

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

This is an entry level student assistant position with work and assignments closely reviewed and monitored by the supervisor.

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

As an entry level position, the student assistant will be supervised closely under well defined guidelines and specific assignments. The assignments and tasks will be reviewed while in progress by the supervisor. As the student assistant develops skills, some individual judgment will be utilized in determining the best approach in completing assignments.

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.

Normal office environment

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 an entry level position which will assist the Accounting Services Section in performing various tasks and office related duties. Work will be performed under well-defined guidelines and assignments will be closely monitored by the supervisor.

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

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

The Accounting and Revenue Services Section provides accounting and revenue support for the department's non-federally funded programs. The area maintains the account coding structure for the entire department, resolves funding problems, corrects expenditures and revenue transactions and coordinates year-end closing. The student assistant will perform a variety of administrative support activities related to accounting.

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.

EXPERIENCE:

Student Assistant A

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must have some knowledge of computer systems and applications; knowledge of general office practices, filing systems and recordkeeping; knowledge of correct English usage, spelling and punctuation. Must possess the ability to operate standard office equipment, i.e., telephone, fax, copy machine; must be able to follow oral and written instructions, communicate effectively; and maintain favorable public relations

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.

ERMELINDA GARZA

7/2/2026

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