State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. ACCOUNTE

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)** FINANCIAL AND ACCOUNTING SERVICES
4. Civil Service Position Code Description Accountant-E	**10. Division** ACCOUNTING SERVICES
5. Working Title (What the agency calls the position) ACCOUNTANT-E	**11. Section** REVENUE AND TAX ACCOUNTING
6. Name and Position Code Description of Direct Supervisor SWEET WEILAND, NOELANI R; ACCOUNTANT MANAGER-3	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor BLIESENER, STACEY L; STATE DIVISION ADMINISTRATOR	**13. Work Location (City and Address)/Hours of Work** 7285 PARSONS DRIVE, DIMONDALE, MI / MONDAY - FRIDAY, 8 AM TO 5 PM

14. General Summary of Function/Purpose of Position

This position provides Revenue & Tax Accounting support for the Statewide Integrated Governmental Management Applications System (SIGMA). This position develops guidelines for the Section for the processing and reconciliation of transactions entered in the State's systems. This position maintains and reconciles the Section's Michigan Deposit and Adjustment Processing System (MiDAPS) system. This position maintains and reconciles remittances for taxes administered through Systems Applications and Product (SAP) and Michigan Modernized Integrated Tax System (MiMITS) and resolves complex SAP and MiMITS issues. This position writes and revises procedures to document changes in processes. This position researches, reconciles, and formulates solutions to complex Revenue & Tax Accounting issues.

In performing these duties, the position is responsible for promoting and maintaining an environment conducive to continuous quality improvement and for encouraging ideas, input, respect, and teamwork.

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:** **25**

Develops guidelines for the maintenance and reconciliation of remittances for taxes administered through Michigan Modernized Integrated Tax System (MiMITS). Attends MiMITS meetings. Writes and revises procedures to document changes in the Section's processes.

Individual tasks related to the duty:

- Reconciles bank to system MiMITS transactions
- Participates in the implementation of new taxes and tax systems as they relate to the section
- Writes and revises procedures to document changes in processes
- Advises Section staff on the appropriate methods for maintaining and reconciling MiMITS transactions
- Attends MiMITS meetings as appropriate
- Performs any necessary testing for MiMITS
- Prepares and provides research results and reports to be used in meetings
- Prepares complex MiMITS correcting entries for entry in SIGMA

Duty 2

General Summary: **Percentage:** **25**

Develops guidelines for the maintenance and reconciliation of remittances for taxes administered through Systems Applications and Product (SAP). Attends SAP meetings. Writes and revises procedures to document changes in the Section's processes.

Individual tasks related to the duty:

- Reconciles bank to system SAP ECC and SAP S4 transactions
- Participates in the implementation of new taxes and tax systems as they relate to the section
- Writes and revises procedures to document changes in processes
- Advises Section staff on the appropriate methods for maintaining and reconciling SAP transactions
- Attends SAP meetings as appropriate
- Performs any necessary testing for SAP
- Prepares and provides research results and reports to be used in meetings
- Prepares complex SAP correcting entries for entry in SIGMA

Duty 3

General Summary: **Percentage:** **25**

Provides Section with support for the State's accounting system (SIGMA). Attends SIGMA meetings. Develops guidelines for the Section for processing and reconciling transactions entered in the State's accounting system. Writes and revises procedures to document changes in the Section's processes.

Individual tasks related to the duty:

- Reviews month end IDA (inter-departmental adjustments) and lockbox transfer spreadsheets for accuracy prior to transactions being entered in SIGMA
- Consults with and answers inquiries from agencies, Office staff, Office of Auditor General (OAG) staff and DTMB, Office of Internal Audit (IA) staff
- Provides financial information as requested by other Treasury divisions, agencies and OAG and IA auditors
- Evaluates the Section's current processes for entering transactions in SIGMA
- Develops guidelines for the Section for processing and reconciling transactions in the State's accounting system
- Writes and revises procedures to document changes in processes
- Performs any necessary SIGMA testing

Duty 4

General Summary: **Percentage:** **20**

Provides Section with support of Section's MiDAPS system that interfaces to SIGMA. The system includes the Division's Other Agency deposit database, Courts deposit database, and various other databases. Assists in coordinating changes to the Section's MiDAPS system and performs testing of system when necessary. The MiDAPS system is used daily by Section staff to record various transactions, and database files are interfaced to SIGMA resulting in the posting of SIGMA transactions.

Individual tasks related to the duty:

- Creates, reconciles, and validates the daily deposit, court deposit, and daily batch agency X29H FTP files containing depository-related transactions received from various sections to be sent to SIGMA.
- Reconciles fund amounts in courts database to SIGMA
- Recommends changes and improvements for the databases
- Performs testing of all Section databases as needed
- Recommends changes and improvements to the MiDAPS systems

Duty 5

General Summary: **Percentage:** **5**

Performs other duties as assigned.

Individual tasks related to the duty:

- Backs up Section staff as necessary
- Performs other duties as assigned
- Assists with cross-training
- Participates in projects as assigned

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

This position makes decisions regarding methodologies used to analyze data and decisions related to day-to-day work priorities. This position also makes decisions regarding who to contact in other Treasury divisions and agencies and how to resolve complex revenue accounting issues.

Impact of decision-making in this position involves statewide accounting functions. Completeness, accuracy, and correctness of information are critical to the proper handling of accounting issues.

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

Decisions that may have a material accounting, policy, or budget impact

Decisions changing the Section's current processes

Resolutions of accounting issues that are unusual in nature
Decisions regarding changes to the Section's MiDAPS system

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.

Meeting urgent deadlines and resolution of complex issues or problems including month-end and year-end deadlines that may result in stressful situations. Occasional travel to meetings. Maintaining composure with vendors and state agencies under diverse conditions and backlog of work that can accumulate when a problem resolution is delayed. Physical requirements: sitting, walking, seeing, standing, talking, listening, writing, reaching and lifting of boxes. Sitting for long periods of time on a regular basis. Mental requirements: learning, editing, organizing, analyzing, memorizing, making decisions, interpreting, and calculating. The department's ongoing migration of legacy systems has created the potential for quick changes to daily job duties.

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):

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?

This position provides Revenue Accounting Section support for the Statewide Integrated Governmental Management Applications System (SIGMA). This position develops guidelines for the Section for the processing and reconciliation of transactions entered in the State's accounting system. This position develops guidelines for the maintenance and reconciliation of remittances for taxes administered through SAP and MiMITS, and resolves complex SAP and MiMITS issues. This position writes and revises procedures to document changes in processes. This position reconciles, and formulates solutions to complex Revenue & Tax Accounting issues.

This position includes all requirements listed in Sections 15 and 18 of this position description. All of the duties in this position description must be performed and cannot be eliminated.

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 Revenue and Tax Accounting Section in Accounting Services Division is responsible for receipting and recording of revenue received by the Department of Treasury. The Division is responsible for recording statewide bank activity in SIGMA Financial and reconciling credit card activity in SIGMA Financial for the State of Michigan and functions in a central agency capacity to set policies and procedures for all other State agencies to use in the depositing, receipting and recording of receipts and revenues.

This position provides Revenue & Tax Accounting support for SIGMA, SAP and MiMITS. This position develops guidelines for the Section for the processing and reconciliation of transactions entered in the State's accounting system and assists the Division's Accountants in ensuring the accurate posting of all monies into Treasury systems. This position develops guidelines for the maintenance and reconciliation of remittances for taxes administered through SAP, MiMITS and other systems.

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

EDUCATION:

Possession of a bachelor's degree with at least 24 semester (36 term) credits in accounting.

EXPERIENCE:

Accountant 9
No specific type or amount is required.

Accountant 10
One year of professional experience performing or auditing the systematic classification and evaluation of accounting data and the preparation of related financial and managerial reports equivalent to an Accountant 9 or Auditor 9.

Accountant P11
Two years of professional experience performing or auditing the systematic classification and evaluation of accounting data and the preparation of related financial and managerial reports, including one year equivalent to an Accountant 10, Auditor 10, or Assistant Auditor General 10.

Alternate Education and Experience

Accountant 9 - P11
Possession of a Certified Management Accountant certification (CMA) may be substituted for six months of Accountant P11 experience.

OR

Possession of a Certified Public Accountant certification (CPA) may be substituted for one year of Accountant experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of governmental accounting, U.S. generally accepted accounting principles, SIGMA, Business Intelligence, and Microsoft Office

Knowledge of SAP, MiMITS, and third-party financial institutions online information services

Ability to analyze, synthesize, and evaluate a variety of data for use in research and analysis

Ability to collect and organize accounting data, interpret its significance, and prepare accurate financial reports

Ability to present accounting data in a clear and understandable manner to both technical and non-technical users

Ability to solve difficult and complex accounting and related financial problems

Ability to analyze and recommend improvements in accounting systems

Ability to maintain records and prepare reports and correspondence related to work

Ability to communicate effectively with others

Ability to maintain favorable public relations

CERTIFICATES, LICENSES, REGISTRATIONS:

This position has a FTIFNPRINT sub-class code. The sub-class code indicates the position has access to Federal Tax Information (FTI) and requires passing of a fingerprint-based background check per IRS Publication 1075.

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.

SALLY VAN VYVE	11/13/2026
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**