

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

Position Code

1. ACCTTCHEC49R

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)
4. Civil Service Position Code Description ACCOUNTING TECHNICIAN-E	10. Division Accounting Services Division
5. Working Title (What the agency calls the position) Technician	11. Section Revenue & Tax Accounting
6. Name and Position Code Description of Direct Supervisor SWEET WEILAND, NOELANI; ACCOUNTANT MANAGER-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor BLIESENER, STACEY; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Operations Center, Dimondale MI / Monday - Friday 7:30am - 4:00pm or 7:30am - 4:30pm

14. General Summary of Function/Purpose of Position

This position serves as a Section Accounting Technician for revenue accounting issues including pre-auditing financial documents, researching and analyzing revenue accounting issues, and preparing SIGMA transactions. This position reviews the Section's processes and procedures and formulates recommendations to improve the Section's accounting practices. This position assists in coordinating the month-end close for the State's accounting system as well as providing technical assistance to Section Staff.

In addition, this position maintains and reconciles control records for revenue and receipts to bank transactions, reviews, analyzes and authorizes entries in SIGMA. Identifies, analyzes, and/or processes the following types of accounting transactions in SIGMA: recording of bank account transfers, electronic funds transfers (EFT), wire receipts for all agencies, and lockbox deposits, reconciling of credit card, and assist with cross training.

In performing these duties, the position is responsible for promoting and maintaining an environment conducive to continuous quality improvement and for encouraging new 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: 40

Maintains and reconciles control records for revenues and receipts to bank transactions. Reviews, analyzes, and authorizes entries into SIGMA. Creates and reconciles financial documents for completeness and accuracy in accordance with Generally Accepted Accounting Principles (GAAP). Assists Senior Accountant with month-end close for Section's SIGMA revenue transactions.

Individual tasks related to the duty:

- Creates, reconciles and maintains daily spreadsheets of transactions for revenue and receipts.
- Reconciles SIGMA credit card transactions to the bank statement.
- Serves as back up for reconciliation of SAP bank payment files to SAP entries.
- Serves as backup for reconciliation of MiMITS bank payment files to MiMITS entries.
- Reviews and authorizes entries into SIGMA
- Communicates and resolves problems and questions with other staff members, agencies and financial institutions.
- Initiates correcting entries when items are batched incorrectly using companion-type batches in SIGMA which are more complex typically than other batches.
- Distributes tax revenues to the appropriate category using companion-type batches.
- Researches, compiles information and prepares reports as needed for review and reconciliation.
- Creates daily bank transfer FTP files that are sent to SIGMA
- Serves as back up for creating daily deposit and court deposit FTP files that are sent to SIGMA

Duty 2

General Summary:

Percentage: 30

Identifies, analyzes and/or processes the following types of transactions which includes but is not limited to: recording of transfers between bank accounts, EFT, wire receipts and lockbox deposits for all agencies, correcting and reclassifying credit card transactions, creates, analyzes, authorizes and enters revenue reclassification transactions requested to reclassify/correct revenue posting entries. Utilizes, maintains, and creates spreadsheets. Reviews, analyzes and resolves revenue accounting issues. Assists Senior Accountant with Office's year end close.

Individual tasks related to the duty:

- Identifies, analyzes, and processes EFT and wire transactions for all agencies.
- Processes lockbox deposits for all agencies.
- Corrects rejected Treasury SIGMA credit card transactions and reclassifies credit card transactions posted to Treasury's undistributed receipts.
- Serves as a Section resource for researching transactions utilizing Recon bank matching software.
- Records transfers from the State's bank accounts to the main concentration account and serves as backup for auditing these transactions to ensure accuracy and completeness before processing.
- Enters the proper banking entries into SIGMA and identifying original and correcting entries that need to be made including EFT transactions for all agencies.
- Records monthly distributions of undistributed comptroller objects in SIGMA based on reports received from other divisions.
- Records accounting entries for reclassification of Treasury transactions.
- Assists with the reconciliation of the department's undistributed receipts fund (9070 fund) and year-end accounting close.
- Reviews, analyzes, prepares (by obtaining proper coding), and authorizes revenue reclassification transactions for entry into SIGMA.
- Utilizes, maintains and creates spreadsheets.
- Communicates and responds to revenue accounting questions from Office staff, agencies and financial institutions.
- Reviews, analyzes, and makes recommendations to management for resolution of revenue accounting issues.

Duty 3

General Summary:

Percentage: 25

Serves as the Section's contact for various Treasury divisions as well as all agencies regarding revenue accounting related issues and adjustments. Review's the Section's accounting practices, processes and procedures on a continual basis.

Individual tasks related to the duty:

- Reviews the Sections accounting practices, processes, and procedures on a continual basis and makes recommendations for improvement as needed.
- Develops, writes, and updates Section's policies and procedures.
- Ensures the Section's Staff is kept up to date with any changes to procedures implemented to facilitate the completion of daily job duties.
- Reviews newly implemented guidelines and procedures for efficiency and effectiveness.

Duty 4

General Summary:

Percentage: 5

Performs other duties as assigned.

Individual tasks related to the duty:

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

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

Determine nature of problems associated with verification and reconciliation of transactions. Would then determine the methods to resolve the problems. Would make decisions on who to contact at agencies and/vendor to resolve issues of concern. Impact of decisions making in the position involves statewide accounting and deposit order functions. Accuracy of information is critical to the proper recording and accounting of transactions. Positions makes decisions regarding the authorization and posting of revenue and revenue reclassification transactions in SIGMA. Position makes decisions regarding who to contact and how to resolve revenue accounting issues.

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

Resolution of revenue accounting issues that are material or unusual in nature.

Decisions that may have a material accounting or policy impact.

All SIGMA entries require the Senior Accountant or the Accountant Manager's review and approval through the SIGMA online approval workflow.

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 resolutions of issues or problems including month-end and year-end deadlines that may result in stressful situations. 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 a time on a regular basis. Mental requirements: learning, editing, organizing, analyzing, memorizing, making decisions, interpreting, and calculating. Uses personal computer. 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):**

- | | |
|---|--|
| ☐ 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 serves as an accounting technician of the Revenue & Tax Accounting Section within the Accounting Services Division. Meet and deal effectively with others. Communicate verbally and in writing in an effective manner. Follow oral and written directions.

Includes all requirements listed in Section 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.

Filling vacant 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 serves as a resource for the office for researching, preparing and entering SIGMA depository-related transactions and researching and resolving deposit reconciliation issues. This position is a Section resource for researching items utilizing the Recon bank matching software.

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 bookkeeping and accounting procedures, practices, methods, techniques, and terminology.

Knowledge of SIGMA, SAP, Recon, and Microsoft Office.

Knowledge of governmental accounting practices.

Knowledge of automated accounting systems.

Knowledge of common techniques used in locating errors.

Ability to plan, organize, and handle office procedures in maintaining an even flow of work.

Ability to collect and organize accounting data.

Ability to make arithmetic computations.

Ability to assemble and compile pertinent data and prepare financial and statistical reports.

Ability to communicate effectively.

Ability to 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.

None

I certify that the entries on these pages are accurate and complete.

SONYA CARTER

4/18/2018

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

