

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: ACCTTCHED30R

Civil Service Class and Level: ACCOUNTING TECHNICIAN-E

Working Title (What the agency calls the position): Accounting Technician

Name and Position Code Description of Direct Supervisor: FEDEWA, JASON; STATE DIVISION ADMINISTRATOR

Department/Agency: LEO-MSHDA

Bureau (Institution, Board, or Commission):

Division: Finance

Section: Accounting and Investments

Unit: Accounting

Work Location (City and Address)/Hours of Work: 735 E MICHIGAN AVE; LANSING, MI 48912 / 8:00a.m. - 5:00p.m.

General Summary of Function/Purpose of Position: The accounting technician will perform many different accounting and financial related tasks. These include maintaining and reconciling financial documents on a monthly basis to MSHDA's accounting system, completing complex journal vouchers, and preparing financial schedules for MSHDA's annual audit. Review, analyze, and report on revenues, expenditures, and budget financial information as requested by management. The technician also provides management with recommendations for process improvement and to strengthen the Authority's overall internal controls. This technician position will perform these duties based on the individuals understanding and knowledge of the various systems that are utilized to produce the Authority's financial records and policies and procedures.

Assigned duties and tasks for each duty.

Duty 1: Prepare complex journal vouchers in MSHDA's accounting system. Includes reviewing and analyzing revenues, expenditures, and budget financial information for accuracy and independently determining proper account classification. Being the liaison to other Finance staff for journal voucher data entry. Perform other necessary mathematical computations required to process the Authority's transactions.

- Prepare schedule and journal voucher for investments that relate to the \$800+ million portfolio from bank trust statements.
- Compile data from Multi-Family system activity reports to prepare journal vouchers for general ledger accounting system.
- Work with staff from all divisions to determine the timing of budget expenses, to have the budget to actual report better reflect expectations.
- Resource for staff journal voucher data entry questions.
- Review, analyze, and report on revenues, expenditures, and budget financial information as requested by management.

Duty 2: Retrieve reports, compile financial data, reconcile and analyze MSHDA's general ledger accounts to various accounting systems, bank statements, and source documents and prepare reconciling schedules. Review, analyze, and report on revenues, expenditures, and budget financial information as requested by management.

- Analyze A/P and A/R for accuracy.
- Analyze and research A/R to determine collectability and amounts to be included in the Provision for Loan Loss.
- Reconcile petty cash bank account.
- Reconcile lock box accounts for Single Family remittances and prepare journal voucher entries.
- Reconcile general operating and escrow bank statements for outstanding checks.
- Resource for solving journal entry discrepancies and make adjusting or correcting journal entries in the system for staff.
- Maintain miscellaneous schedules that reconcile to the Authority's general ledger system, including accounts payable schedules and miscellaneous accounts receivable schedules.

Duty 3: Provide general division assistance, special projects and duties as assigned.

- Utilize JP Morgan Image Deposit Direct for various bank deposit accounts. Assemble, code, and input various deposits. Assist accounting staff by providing general assistance and direct calls to specific areas within division. Review, code, and disburse accounts payable funds through the General Operating account.
- Provide reports, system information, and coded monthly bank trust statements.

Duty 4: Assist external auditors with the annual financial and single annual audit and program audits performed by the Department of HUD, US Department of Treasury, and State of Michigan Auditor.

- Assist in gathering documentation for auditors.
- Examine information prior to audit for completeness and accuracy
- Complete schedules as requested and pull year end reports for annual auditors.

Types of decisions made independently and whom or what those decisions affect: Prioritizes duties in order to complete tasks as needed so division deadlines are met. Based on interviews with Authority staff, adjust the timing of budgeted expenses to better meet expectations.

Types of decisions that require the supervisor's review: Supervisor's review may be required on tasks where employee is unfamiliar with duties, current practices, or change in accounting policies and procedures. Supervisor would also be involved any time the employee is unsure of the appropriate action to take.

Physical effort used to perform this job and environmental conditions of this position: Work is primarily sedentary in a standard office environment with minimal physical effort, involving computer use, meetings, occasional walking, and infrequent light lifting of office equipment. No regular exposure to hazardous conditions or strenuous activity

Names and classes and levels of employees whom this position immediately supervises:

The essential functions of this position: The accounting technician will perform many different accounting and financial related tasks. These include maintaining and reconciling financial documents on a monthly basis to MSHDA's accounting system, completing complex journal vouchers, and preparing financial schedules for MSHDA's annual audit. Review, analyze, and report on revenues, expenditures, and budget financial information as requested by management. The technician also provides management with recommendations for process improvement and to strengthen the Authority's overall internal controls. This technician position will perform these duties based on the individuals understanding and knowledge of the various systems that are utilized to produce the Authority's financial records and policies and procedures.

The function of the position's work area and how it fits into that function: With the increase need for budgeting, federal reporting, various financial information and reporting requirements, this position's responsibilities have increased.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

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, and techniques.

Ability to interpret financial data.

Knowledge of governmental accounting practices.

Knowledge of automated accounting systems, and the ability to analyze and recommend improvements in accounting systems

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A