

## Position Summary

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

**Position Code:** ACCTTCHE

**Civil Service Class and Level:** Accounting Technician-E

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

**Name and Position Code Description of Direct Supervisor:** ACCOUNTANT MANAGER-3

**Department/Agency:** DEPARTMENT OF STATE

**Bureau (Institution, Board, or Commission):** Financial Services

**Division:** Accounting

**Section:** Expenditure

**Unit:**

**Work Location (City and Address)/Hours of Work:** 430 W. Allegan Street, Lansing, MI 48933 / Monday-Friday 8:00 a.m. - 5:00 p.m. Hybrid

**General Summary of Function/Purpose of Position:** This position supports accounting functions by monitoring grant-related activities and assisting with payment processes for local governments, particularly in relations to election operations. Responsibilities include ensuring compliance with accounting standards, federal laws, and legislative requirements. The role involves utilizing accounting and reporting software to effectively plan, organize, and oversee financial activities in alignment

with state and federal guidelines.

**Assigned duties and tasks for each duty.**

**Duty 1:** Provide accounting support for the Department of State's full grant portfolio, encompassing Federal, State, and local grants.

- Provide assistance in review of the financial aspects of grants, with a focus on budgeting, expenditure tracking, and financial reporting for accuracy and compliance.
- Assist in the development and monitoring of grant budgets to ensure they adhere to federal, state, and organizational guidelines.
- Assist in performance compliance checks in relation to federal regulations, such as the Uniform Guidance (2 CFR Part 200), OMB Circulars, and agency-specific guidelines.
- Provide assistance in preparation and submittal of financial reports and documentation to relevant federal or state agencies, ensuring timely and accurate submissions.
- Assist in conducting compliance audits and reviews as directed, identifying and assisting in the resolution of any discrepancies or issues.
- Support the Grant Accountant in implementing and monitoring internal controls for grant management to prevent fraud and mismanagement.
- Provide assistance in evaluating financial processes and systems, offering suggestions for improving efficiency and accuracy in grant administration.
- Contribute to financial analysis and forecasting related to grant funding, highlighting trends and potential issues.
- Help prepare financial summaries and reports for presentations to senior management and grant stakeholders.
- Provide support to project managers and staff on grant-related financial topics, including compliance, reporting, and budgeting.
- Stay updated on changes to grant regulations and accounting standards to ensure compliance and effective financial management.

**Duty 2:** Provide accounting support for projects related to the Bureau of Elections reimbursements and payments to local governments in connection with Proposal 2022-2. Facilitate financial processes and ensure compliance with relevant guidelines to support accurate and timely transactions.

- Review and validate reimbursement requests submitted by local governments to ensure they meet eligibility and compliance standards.
- Assist in verification that claimed expenditures align with pre-approved budgets and authorized activities.
- Communicate with local government representatives to explain reimbursement policies, address questions, and guide documentation preparation.
- Process approved reimbursement claims, ensuring payment accuracy and timely distribution.
- Verify payment calculations and check for proper documentation before processing payments.
- Assist in maintenance of grantee profiles in the grant management system.
- Analyze and prepare status reports on reimbursement requests, flagging any delays or issues for resolution.
- Conduct audits of reimbursement processes to ensure compliance with regulations and address any discrepancies.
- Identify potential fraud risks or non-compliance, escalating issues and recommending corrective actions when necessary.
- Provide support in compilation and present financial reports on reimbursements, including summaries and reconciliation statements, for both internal and external stakeholders.
- Assist in preparing annual financial statements and reports for audits and regulatory reviews.
- Provide documentation and support during audits of reimbursement activities, acting as a liaison for external auditors.
- Reconcile daily interface payments between the grant management system to SIGMA.

**Duty 3:** Other duties as assigned.

- Other duties as assigned.

**Types of decisions made independently and whom or what those decisions affect:** Choose accounting procedures to ensure accurate financial processing.

Decide how to account for federal revenue and comply with grant requirements to support financial statements and funding. Identify eligible expenditures for federal grants to avoid losing state funds.

Apply GAAP standards to maintain accurate financial statements and meet compliance requirements.

**Types of decisions that require the supervisor's review:** Managerial input is required when joint review is needed concerning a potentially sensitive issue or when priorities cause a conflict with other areas of the bureau or department.

**Physical effort used to perform this job and environmental conditions of this position:** This position spends a substantial portion of the day working at a PC analyzing data and monitoring federal revenues and expenditures. This position can be extremely high pressure with constant, short deadlines. Many deadlines occur at one time, and on occasion, are all top priority. To be able to function effectively under these stressful conditions is an absolute necessity.

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

**The essential functions of this position:** Perform accounting duties within the Expenditure Section, providing support for financial and grant management tasks related to the Department of State's Federal Grant programs. Facilitate and assist with reimbursement processes and payments to local governments connected to Proposal 22-2. Ensure compliance with Generally Accepted Accounting Principles (GAAP), federal laws, and legislative requirements for revenue and expenditure processing. Plan, organize, and implement specialized accounting software and adhere to federal and state guidelines and procedures across the department. Conduct research and address inquiries from internal and external auditors regarding revenue and expenditure matters. Maintain documentation for federal grant management files to support organizational needs and compliance.

**The function of the position's work area and how it fits into that function:** The Accounting Division is comprised of the following sections: a) Cashier b) Expenditure, c) Refunds and d) Revenue for the Division. This includes revenue collection and monitoring and processing refunds of revenue; ensuring timely, reliable and accurate processing of vendor payments in accordance with all policies, rules and regulations; and responsible for Federal and State grant applications, monitoring and reporting.

This position serves as an Accounting Tech within the Expenditure Section and supports the Grant Accountant related to one or more of the Department of State's Federal Grant programs. Also provides support for the Bureau of Elections reimbursements and/or payments to the locals related to Proposal 22-2.

**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:**

- Ability to adapt and reflect a positive attitude to change
- Able to demonstrate flexibility and calm under pressure
- Ability to meet tight deadlines, shifting priorities, and increasing workloads.
- Ability to respond quickly/timely, accurately, and clearly to customers by phone and email.
- Able to analyze data, prepare concise, complete, and accurate responses
- Able to work independently, be self-starter
- Able to research and respond to inquiries using SIGMA the State of Michigan Accounting system.
- Able to identify departmental priorities and set unit/individual priorities
- Ability to plan, organize work and meet competing deadlines
- Have a customer service focus, willingness to help others in solving work related problems/errors.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None