

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

Position Code

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.) VACANT	8. Department/Agency LEO-MSF-MEDC
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Financial Services
4. Civil Service Position Code Description Accountant-E	10. Division Financial Services
5. Working Title (What the agency calls the position) Accountant	11. Section Accounting Services
6. Name and Position Code Description of Direct Supervisor LUCAS, JULIA L; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor FOX, ALEXANDER B; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 300 N. Washington Sq. Lansing, MI 48913 / Mon-Fri 8a-5p, or approved alternative schedule

14. General Summary of Function/Purpose of Position

This position serves as an accountant within the Accounting Services Section which will perform various accountant assignments while working with other members of the Financial Services team. This position is responsible for the completion of accounting and financial processes including but not limited to: prepare assigned accounting entries for MEDC and MSF bank activity, MSF-involved asset program activity, and any other assigned accounting entries; record approved journal entries in the State of Michigan's accounting system (SIGMA); perform reconciliations of some financial processes such as corporate payroll reconciliations; perform assigned corporate and state employee payroll accounting functions, including but not limited to, updating and maintaining state and corporate employee information and uploading bi-weekly corporate retirement contributions to the plan administrator; assist with the analysis of clearing accounts and outstanding asset and liability balances; and work with internal business units to research and resolve various accounting issues when assigned. This position also performs various tasks during fiscal year-end close. These tasks may include, but are not limited to, preparing financial statements/schedules and footnotes, preparing various year-end close entries in SIGMA, and responding to audit requests.

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: 60

Perform various professional accounting assignments.

Individual tasks related to the duty:

- Prepare assigned accounting entries for MEDC and MSF bank activity, MSF-involved asset program activity, and any other assigned accounting entries
- Record approved journal entries in the State of Michigan's accounting system (SIGMA)
- Perform reconciliations of some financial processes such as corporate payroll reconciliations
- Perform assigned corporate and state employee payroll accounting functions, including but not limited to, updating and maintaining state and corporate employee information and uploading bi-weekly corporate retirement contributions to the plan administrator
- Assist with the analysis of clearing accounts and outstanding asset and liability balances
- Work with internal business units to research and resolve various accounting issues when assigned

Duty 2

General Summary:

Percentage: 30

Perform assigned tasks during fiscal year-end (FYE) close.

Individual tasks related to the duty:

- Prepare complex financial statements, footnotes, schedules, backup information and narrative comments for MSF and MEDC.
- Respond to assigned auditor requests. Collaborate with other staff involved with the requests.
- Assist Controller and Assistant Controller with preparing footnote binders for FYE.
- Assist Controller and Assistant Controller with compiling documentation for critical FYE transactions. Collaborate with other staff involved with these transactions.
- Prepare various FYE entries in SIGMA. Collaborate with other staff assisting with this task.
- Ensure assigned FYE tasks are completed per MSF/MEDC's internal closing schedule.

Duty 3

General Summary:

Percentage: 10

Other duties as required by management.

Individual tasks related to the duty:

- Participate in team meetings within Financial Services.
- Research inquiries from internal and external customers providing timely information via email, MS Teams, or phone.
- Collaborate with DTMB-OFM on various accounting reviews.
- Perform other related work as assigned.

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

- Resolving day-to-day accounting problems and discrepancies.
- Determine appropriate methods and direction of research to identify and resolve account variances.
- Facilitate the coordination of other business units and staff as necessary in resolving identified discrepancies.

These duties are performed in accordance with written guidelines. Internal employees and external vendors may be affected by these decisions.

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

Guidance is sought when existing rules, regulations, policies, and procedures do not cover the situation, as well as unusual or politically sensitive issues. Work priorities, schedule, quality, and completeness of assignments are examples of decisions that require managerial review.

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.

The job is performed in an office setting and requires an extensive amount of time working on a computer. Normal office environment with periodic intense required deadlines for fiscal year-end close assignments. Responding to financial information requests in a timely manner.

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?

Under the direct supervision of the Assistant Controller, carries out the responsibilities outlined in item #15 for assigned tasks. With manager's input, recognizes problems and proposes solutions

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

Downgrading to 9-11 level for recruitment

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

The function of the Accounting Services Section is to oversee the monthly close of the accounting system and records including bank and trust reconciliations; responsible for the review and analysis of various balances in the accounting system including clearing accounts and outstanding asset and liability accounts; responsible for the accounting entries for the various MSF bonds; updating and maintaining state and corporate employee coding; uploading bi-weekly corporate payroll into SIGMA; and preparing corporate employee reimbursements. The Accounting Services Section also oversees the year-end closing process and financial audits for MSF/MEDC. This Accountant serves as an agency contact for complex accounting processes, including MSF bond and MEDC Investment transactions, fiscal year end closing to support the mission of the work area.

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 - 12

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 generally accepted accounting principles, practices, and terminology, and governmental accounting principles and procedures.

Familiarity with State of Michigan accounting policies and procedures is desirable.

Ability to collect, organize and analyze accounting data.

Ability to communicate accounting data clearly and in an understandable manner.

Some knowledge of SIGMA accounting system is desirable.

Ability to work independently and work on several tasks at once and meet deadlines.

Ability and willingness to cooperate in working with others.

Ability to apply criteria and make recommendations.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

None required.

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.

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