

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

ACCOUNTANT MANAGER

JOB DESCRIPTION

Employees in this job direct the work of subordinate personnel. The employee, under general or administrative supervision, works within general methods and procedures and exercises considerable independent judgment to select proper courses of action and to ensure that appropriate action is taken about the investment of state monies. The work requires knowledge of the policies, procedures, and regulations of accounting and investment accounting programs, and supervisory techniques, personnel policies, and procedures.

There are four classifications in this job. The information provided under each position code title represents a general description of the classification concept. To determine the appropriate level of the manager position, application of the Professional Managerial Position Evaluation System is required.

Position Code Title - Accountant Manager-1

Accountant Manager 12

The employee functions as a first-line professional manager of a professional position in a standard work area or a first-line professional manager of nonprofessional positions in a standard work area.

Position Code Title - Accountant Manager-2

Accountant Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

Position Code Title - Accountant Manager-3

Accountant Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, as a first-line professional manager of professional positions in a standard work area receiving executive direction, second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title - Accountant Manager-4

Accountant Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Develops guidelines for the maintenance and reconciliation of financial and investment data; maintains and reconciles the more difficult control records of such financial data as expenditures, allotments, receipts, and encumbrances.

Designs, revises, and/or implements accounting systems and procedures in accordance with accounting principles and theories.

Develops guidelines to effect adjustments to formal accounting journals, ledgers, and other records to strict accordance with accounting principles and theories.

Conducts surveys to prepare recommendations for improvements, controls, new methods, and other changes to improve the efficiency of an accounting system.

Reviews and prepares financial statements and accounting reports for departmental management and federal agencies.

Conducts cost studies and installs cost allocation plans.

Reviews budgets and prepares budget documents.

Formulates cost classification systems; develops guidelines to assessing cost classifications to expenditures.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

Additional Job Duties

Accountant Manager 14 - 15

Provides consultation to local governments and others regarding accounting systems in accordance with accounting principles and theories.

Monitors and manages the timely processing and recording of security purchase, sale, and maturity settlement transactions.

Analyzes, evaluates, determines, and coordinates the appropriate remedial action to resolve complex settlement issues.

Monitors the billing, collection, and processing of investment-related income and principal; and the collection and disbursement of mortgage escrow and reserve for replacement funds.

Monitors and reviews the reconciliations.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 12 level and thorough knowledge is required at the 13-15 levels.

Knowledge of accounting theories, principles, methods, practices, and terminology.

Knowledge of governmental accounting principles and procedures.

Knowledge of the rules and regulations governing the investment of state monies.

Knowledge of investment methodologies.

Knowledge of the application of data processing and terminology as it applies to maintaining financial and investment controls and accounting records.

Knowledge of cost accounting and funding procedures.

Knowledge of generally accepted auditing principles, procedures, and practices.

Knowledge of governmental budgeting principles and procedures.

Knowledge of Michigan appropriation laws including the legislative budget appropriation process.

Knowledge of training principles and supervisory techniques.

Knowledge of employee policies and procedures.

Knowledge of equal employment practices.

Ability to instruct, direct, and evaluate employees.

Ability to analyze and appraise facts and precedents in making investment decisions.

Ability to solve difficult and complex investment accounting problems.

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

Ability to analyze and recommend improvements in accounting and investment accounting systems.

Ability to communicate effectively.

Working Conditions

None

Physical Requirements

None

Education

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

Experience

Accountant Manager 12

Three years 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 or an Auditor, including one year equivalent to an Accountant P11 or Auditor P11.

Accountant Manager 13 - 15

Four years 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 or an Auditor, including two years equivalent to an Accountant P11 or Auditor P11, or one year equivalent to an Accountant 12 or Auditor 12.

Alternate Education and Experience

Accountant Manager 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 may be substituted for one year of Accountant P11 experience.

Special Requirements, Licenses, and Certifications

None

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

Job Code Description

ACCOUNMGR

ACCOUNTANT MANAGER

Position Title

Position Code

Pay Schedule

Accountant Manager-1

ACCTMGR1

NERE-180

Accountant Manager-2

ACCTMGR2

NERE-182

Accountant Manager-3

ACCTMGR3

NERE-186

Accountant Manager-4

ACCTMGR4

NERE-188

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