

Employee Name:

PCN 01013227

State of Minnesota

Position Description A

Agency/Division: Board of Water and Soil Resources, Fiscal Services

Current Classification: Accounting Technician

Working Title: Accounting Technician

Prepared by:

Previous Incumbent:

Employee Signature

_____ **Date** _____

Supervisor Signature

_____ **Date** _____

Position Purpose:

This position serves as a professional accounting resource for the Board of Water and Soil Resources (BWSR), which includes 10 office locations, in several functions.

1. The position acts as the agency's payroll functional expert ensuring that payroll schedules are maintained and adhered to, and to provide technical expertise to employees regarding SEMA4/self-services. Coordinate with human resources regarding severance pay, retroactive pay, bargaining unit settlements, overtime and other payroll topics.
2. Responsible for processing accounts payable and other agency financial obligation satisfactions in SWIFT, the state accounting and procurement system. Performs purchasing functions, receives purchases, matches invoices with purchase orders, and evaluates and codes invoices for payment.
3. The position also services other financial functional areas including management of agency fixed assets, fiscal analysis, reporting and compliance, the implementation of accounting procedures, and the reconciliation of fiscal anomalies. Provides support to agency staff and to the Lead Accounting Officer.

Reportability:

Reports to: Chief Financial Officer (Receives daily tasks from the lead Accounting Officer)

Supervises: N/A

Dimensions:

FY18-19 Budget:	General Fund	\$28,475,000
	Clean Water Fund	\$95,508,000
	Outdoor Heritage Fund	\$17,260,000
	Env Nat Resource Fund	\$17,311,000
	Other Funds	\$14,933,000
	Bonding Funds	\$55,880,000
	Total	\$229,367,000

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Clientele:

Agency Staff	MMB Staff
Board Members	LGU staff
Department of Administration Staff	Legislative Auditor Staff
Other state agencies	Vendors

Position Description B

- 1. Develop and manage BWSR payroll processes, labor distributions, and expense payments in the SEMA4 personnel system. Serve as the agency expert responsible for the detection and resolution of all payroll problems.**

Priority: A % of time 20 Discretion: A

Tasks:

- A. Review time sheet data to pay employees through the SEMA4 system. Oversee the biweekly reconciliation of payroll, coordinate with payroll users on discrepancies, and act on corrective measures as needed.
- B. Setup and manage payroll funding allocations and make adjustments as required. Maintain precise and accurate records on all payroll funding, and ensure that policies governing payroll distributions are followed.
- C. Work with Human Resources to ensure that personnel transactions received from HR staff on new hires, separations, leaves, retroactive pay, and increases are accurate and timely.
- D. Acquire knowledge and expertise in areas such as union contract laws, taxation regulations, and retirement rules.
- E. Routinely review key payroll reports such as the Payroll Posting audit trail to ensure quality and conformance to key state policies and requirements.
- F. Review and process requests for reimbursements, ensuring that the governing state travel and expense policies are followed.
- G. Deny and return any expense reports that are improperly completed, and work with staff, as appropriate to correct problems.
- H. Communicate and inform staff, managers, and supervisors on updates and changes to the payroll system and payroll policy.

Performance Indicators:

- A. Payroll is processed biweekly as set according to BWSR and State timelines, ensuring accuracy and quality.
- B. Adjustments are reviewed for accuracy and audit, documented and filed accordingly.
- C. Problems are promptly resolved in the system or with employee on a timely basis.
- D. State policies and internal control measures are followed and adhered to.

- 2. Manage the receipt, validation and tracking of incoming invoices so that all payments are processed and paid through the state accounting system (SWIFT) in accordance**

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with applicable state laws and policies. Research, analyze and determine continued improvement on these processes.

Priority: A % of time 35 Discretion: A

Tasks:

- A. Verify validity of invoice documents and match with corresponding purchase documents. Obtain approvals where needed.
- B. Prepare and run all necessary monthly, quarterly and annual AP reports.
- C. Reconcile, investigate and correct errors, problems and inefficiencies in the processing of vendor payments working with supervisors, contract managers, and individual vendors.
- D. Identify and research transactional errors or problems and determine cause. Recommend solutions to solve current problem and also changes to prevent the reoccurrence of the error or problem. Work with divisional staff to process the necessary corrections or adjustments.
- E. Ensure that all purchasing and payment documentation is complete, accurate and properly managed in accordance to statewide record retention policies.

Performance Indicators:

- A. Invoices are paid according to state and agency policies and in a timely manner.
- B. Vendor inquiries and issues are resolved in a timely and accurately.

3. Develop inventory methods to organize oversight, recordkeeping and accountability of BWSR's assets, including capital assets, sensitive assets, fleet vehicles, technology, supplies and consumable inventory. Monitor agency fiscal and insure compliance with federal law and state policy regulations.

Priority: A % of time 25 Discretion: A

Tasks:

- A. Monitor and track the receipts, storage, and use of all capital assets and sensitive assets.
- B. Routinely inspect and log inventory, and maintain proper security over sensitive assets.
- C. Communicate with BWSR staff on the proper use and conduct when using state property in and out of the workplace.
- D. Ensure that all property managed by MNIT receive accurate counts and work assignments, and reconcile with MNIT invoices.
- E. Work with Fleet Services to monitor use of agency vehicles, ordering new vehicles as needed.
- F. Maintain accurate records of employee used work phones and mobile cellular devices, and ensure that devices are ordered as required.

Performance Indicators:

- A. All state owned inventory is accurately managed and tracked.
- B. State policies pertaining to asset management are followed.

4. Performs purchasing duties as assigned, and supports the purchasing functions of the agency.

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Priority: A % of time 15 Discretion: B

Tasks:

- A. Reviews purchasing requests so that decisions on methods of purchasing can be made.
- B. Prepare purchase specifications and invitations to bid so that vendors may submit quotations.
- C. Determine whether prices quoted are fair and correct and whether quality meets specifications standards so that state specifications and standards are maintained.
- D. Confers with departmental officials concerning the purchase of supplies and equipment so that department needs are effectively and efficiently satisfied.
- E. Read, comprehend and determine the most appropriate acquisition method while evaluating time, cost, service, need for vendor negotiation, etc.
- F. Evaluate responses to the acquisition document, notify requesting user and vendor of the award and administer the acquisition throughout the completion of the purchase order.
- G. Research products and services by interviewing vendors, reviewing products literature and specifications of similar products, consideration of customer needs, environmental requirements and legal issues.
- H. Prepare and process purchase requisitions to satisfy divisional needs, including working with the Chief Financial Officer on allocation review before processing.

Performance Indicators:

- A. State and department policy and procedures are followed for all purchasing.
- B. Competitive bidding processes are followed.
- C. Purchasing records are maintained and available for review.

5. Perform other duties as assigned to assure efficient and effective operations in the financial services division.

Priority: B % of time 5 Discretion: A

Tasks:

- A. Participates in all required divisional and organizational meetings, trainings and events.
- B. Serves in back up capacity to other financial staff fulfilling various accounting duties such as accounts receivable, cash receipts, and budgetary analysis.
- C. ~~Provide administrative support to the front desk as needed.~~
- D. Participates in special projects and teams when assigned.
- E. Support the operational goals and objectives of the organization.

Performance Indicators:

- A. Successful complete of duties as assigned.

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POSITION DESCRIPTION C

Nature and Scope (relationships; knowledge, skills and abilities; problem solving; freedom to act)

Relationships:

The position reports to the Chief Financial Officer. This position is the assistant accounting professional for the agency as it provides support to all of the agency's programs, which includes 10 MN office locations. This position also works indirectly with the management team, unit supervisors and human resources. Outside the agency, the position works with Minnesota Management and Budget, various federal and state agencies on accounting matters, and agency vendors in the private sector. Contacts with SWCD clientele are also possible. The incumbent must be able to maintain confidentiality of information.

Knowledge, Skills and Abilities

It is essential that the individual have a sound knowledge of the obligation and expenditure processes of the State of Minnesota and specifically the fiscal system SWIFT and the human resource system SEMA4. Basic arithmetic and mathematics is required. Knowledge of bookkeeping and Generally Accepted Accounting Principles is also helpful to reinforce state accounting policies. The person must have the ability to deal effectively and tactfully with people. Good communication skills, both oral and written, are necessary. The ability to operate spreadsheet software is a required skill. This position also requires computer skills and operating knowledge of word processing software and the ability to use computerized scheduling and email packages. This position requires self-motivation and resourcefulness. The individual must be able to work with limited supervision and exercise independent judgement. The person must possess public relation skills, the ability to work on multiple job assignments, versatility, and the ability to perform effectively under pressure. Technical skills and abilities necessary for this position include the operation of personal computer programs, applications, and networks, laser printers, copy machines, Email systems, calculator, and telephone/voice mail systems. Knowledge of BWSR policies and procedures are all essential.

Problem Solving

This position must be able to resolve a wide range of potential problems including budgetary, positional and procurement before they occur. Incumbent must be able to compile and present financial information in an accurate and understandable format. The ability to prioritize the workload to accomplish tasks by required deadlines is important in this position. Incumbent must be able to analyze financial records and transactions, and recognize trends, errors and other information needing to be brought to the attention of managers.

Technical issues associated with agency projects and activities must be related to and resolved in conjunction with accepted/required fiscal practices.

Freedom to Act

The person in this position has the freedom to act as required to properly process agency financial obligations in the time period established by state policy. This position has the freedom as the lead in payroll and lead contact with Human Resources in regards to processing payroll in accordance to the bargaining agreement language and federal law. The person also has the freedom to supply managers and supervisors information in regard to expenditures and account balances. This position has freedom of operation on a day-to-day basis and reports to supervisor and, if necessary, lead worker on an exception basis.

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This position reports to the Chief Financial Officer who provides broad direction and oversight to the person in this position. Day-to-day problem resolution provides considerable freedom to act; however, management needs to be informed of significant actions that affect the posture of agency funding and performance.