

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Accounting Technician II
GRADE: 7
REPORTS TO: Financial Operations Director

POSITION SUMMARY: This is an at-will, non-partisan position. Accounting Technician II participates in a variety of activities designed to provide accounting support services such as payment processing, travel requests, and reviewing allotments for House members, staff and HFA. This includes daily processing and payment of invoices, SOCC and Travel.

PRINCIPLE RESPONSIBILITIES AND DUTIES:

1. Processes payables as direct vouchers, voucher payments against purchase orders, and non-negotiable inter-agency payments.
2. Reviews and processes SOCC expense reimbursements to Members.
3. Processes and monitors travel requests.
4. Processes warrant inquiries, stop payment requests and paid warrant information to vendors.
5. Updates MAIN and FOP System vendor information.
6. Corresponds with vendors and legislative offices to resolve problems, answer questions and to provide instructions or information when appropriate.
7. Enters data to update various log/allotment accounts and monitors the allotment accounts.
8. Processes cash deposits and enters documents into MAIN, FOP, and Excel.
9. Downloads monthly copier reads to allotments.
10. Performs special project assigned by the Director.
11. Other duties as assigned.

JOB QUALIFICATIONS: Associates degree, and/or equivalent position related experience.

Revised: July 1, 2016