

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

<b>Position Code</b> 1.
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### 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> STATE POLICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Office of the Director
<b>4. Civil Service Position Code Description</b> FINANCIAL ANALYST-E	<b>10. Division</b> Budget Financial, and Facilities Division
<b>5. Working Title (What the agency calls the position)</b> Fiscal Manager	<b>11. Section</b> Financial Services
<b>6. Name and Position Code Description of Direct Supervisor</b> SCHRINER, ZADA K; ACCOUNTANT MANAGER-3	<b>12. Unit</b> State Services Financial Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> SEMENCHUK, TARA L; FINANCIAL MANAGER-4	<b>13. Work Location (City and Address)/Hours of Work</b> 7150 Harris Drive, Dimondale 48821 / 8am-5pm Monday-Friday

**14. General Summary of Function/Purpose of Position**

The responsibilities of this position include budget development, budget monitoring, financial analysis, forecasting of expenditures and revenues, financial management, maintenance of accounting structure, grant expenditure review, grant reporting, grant revenue requests, accounts receivable billings, along with representing the division and or department at various meetings and training programs. Included in these tasks will be the interpretation of federal and state regulations, the creation of reports and the recommendation and development of new processes and procedures. This position also monitors grantee/sub-recipient single audits.

**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: 70**

Develop and prepare financial reports and program analyses in support of assigned Michigan State Police (MSP) appropriation(s) and/or Division(s).

**Individual tasks related to the duty:**

- Plans and prepares the budget spend plan for assigned MSP appropriations and/or Division(s). This includes review of historical data, incorporating new budget items based on funding received or department division goals, and analyzing revenue trends to ensure a fiscally responsible budgetary spend plan.
- Assist assigned Division(s) in anticipating budget needs and developing current services baseline (CSB) request, new initiatives or supplemental budget requests.
- Monitor the MSP appropriation(s) and/or Division(s) budget to ensure expenditures are within the spending limits of each appropriation line and are consistent with statutory requirements and funding limitations. Notify MSP BFFD Budget Section when additional authority is required and work with them to provide supporting data to receive the additional authority necessary for the appropriation.
- Prepare financial reports on the assigned MSP appropriation(s) and/or Division(s) budget status. Reports would encompass revenue, expenditure, and grants, including payroll and travel. The reporting process includes expenditure and revenue analysis, processing journal vouchers to correct errors, establishment of accounts receivables and projecting future expenses and revenue.
- Provide financial recommendations on the most efficient handling of purchases, filling of vacant positions, expansion of services, reductions in budgets, entering into new contracts/extending current contracts, and other financial questions.
- Review and maintain accounting structure, payroll coding, classification of expenditures and revenue.
- Provide requested financial reports, budget documents and calculations to assist Department/Division in making sound financial decisions.
- Maintain financial records of expenditures, receipts and disbursement of general fund and restricted fund revenues.
- Review financial practices to ensure that assigned MSP appropriation(s) and/or Division(s) adhere to appropriate accounting practices and procedures.
- Meet regularly with assigned MSP appropriation(s) and/or Division(s) staff to strategize financial oversight to achieve goals of MSP, the Division(s) and with your guidance staying fiscally solvent.
- Assist with Department book closing. Includes review of all expenditures and revenue. Reclassification of such items as necessary to close the Department books. Gather supporting documentation for any federal or restricted program to assist with potential future audits.
- Develop financial ad hoc reports as needed.

**Duty 2**

**General Summary:**

**Percentage: 25**

Provide financial management for grant/programs. Proper handling of all grant expenditures along with proper documentation for the expenditures.

**Individual tasks related to the duty:**

- Establish proper accounting for the grant program. This would include items such as accounting templates, labor distribution profile, grant budgets, program codes, program periods, etc.
- Gain understanding of each grant's financial requirements. Communicate these conditions to the program staff to ensure compliance.
- Review grant expenditures and make necessary adjustments to ensure appropriate expenditures are being charged and that all unallowable expenditures have been removed.
- Prepare financial status report for grant as prescribed in the grant requirements. Communicate this information with Program staff to ensure they understand the financial state of the grant and how much more there is to spend before the grant funding is fully utilized.
- Request grant drawdowns for federal funds spent on a timely basis to comply with State of Michigan procedures regarding cash management.
- Maintain financial records to support the expenditures and transactions that took place in the grant program.
- Work with MSP Internal Auditor to handle both Federal and State of Michigan audits.

**Duty 3**

**General Summary:**

**Percentage: 5**

Special duties and other projects as assigned.

**Individual tasks related to the duty:**

- Complete projects as assigned
- Participate in audits
- Participate in internal controls evaluation meetings
- Update and maintain the various budget form templates and instructions
- Update contract policies and procedures as needed
- Evaluate unique budget formats used by programs for adherence for federal and state guidelines

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

Make decisions for assigned appropriations regarding; purchases, filling of vacant positions, expansion of services, reductions in budgets, contracts, changing of accounting structure, payroll coding, preparing budget documents and calculations. Recommendations on allowable and non-allowable grant expenditures. Decide how to design and develop complex budget documents and spreadsheets. Determine daily work priorities.

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

Consult supervisor when interpretation of existing guidelines does not lead to determining the appropriate financial or grant treatment or the decision could establish department policy. Also decisions that may be politically sensitive or require legal 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.**

This position requires individual typically to be seated, requiring keying, reviewing, and/or printing information on a personal computer. Willing and able to travel for various meetings and trainings (both in-state and out-of-state).

**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?**

The essential duties of this position are establishment and maintenance of accounting structure for assigned MSP appropriation(s) or Division(s), monitoring and review of expenditures and revenue to ensure they are proper and classified correctly, analyzing and projecting expenditures and revenue from the various funding sources that make up the assigned MSP appropriation(s). In addition, the incumbent will provide financial recommendations on the most efficient handling of purchases, filling of vacant positions, expansion of services, reductions in budgets, entering into new contracts/extending current contracts, and other financial questions

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

The position has transitioned from servicing a single area to generally servicing the financial needs of the agency based on operational needs. The division is focusing more on a team approach, giving the division the flexibility needed to assist the agency's divisions and work areas.

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

The Budget, Financial and Facilities Division has full responsibility for all budgeting and financial aspects of the Department. This position provides financial and analytical support for the administration based on the MSP appropriation(s) or Division(s) assigned.

**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 in any major with at least 24 semester (36 term) credits in one or a combination of the following: accounting, finance, or economics.

**EXPERIENCE:**

**Financial Analyst 9**

No specific type or amount is required.

**Financial Analyst 10**

One year of professional experience providing a systematic review, analysis, interpretation, and/or evaluation of budgets, mortgages, loans, or other financial data, equivalent to a Financial Analyst 9, Accountant 9, or Auditor 9.

**Financial Analyst P11**

Two years of professional experience providing a systematic review, analysis, interpretation, and/or evaluation of budgets, mortgages, loans, or other financial data, equivalent to a Financial Analyst, including one year equivalent to a Financial Analyst 10, Accountant 10, or Auditor 10.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Strong verbal and written communication skills. Strong accounting and finance skills. Basic computer skills in Microsoft Word, Excel, and Access are required, however, advanced computer skills in Excel and Access is preferred. Some grant management, planning, budget, and coordination knowledge/ability is desired.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None.

*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