

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

Position Code

1. FINAL TRE

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.)	8. Department/Agency STATE POLICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Office of the Director
4. Civil Service Position Code Description Financial Alt Dept Tr-E	10. Division Budget, Financial and Facilities Division
5. Working Title (What the agency calls the position) FINANCIAL ANALYST	11. Section Financial Services Section
6. Name and Position Code Description of Direct Supervisor MILLER, JOLENE K; FINANCIAL MANAGER-4	12. Unit Field Operations Finance
7. Name and Position Code Description of Second Level Supervisor MORRIS, DAVID; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 7150 Harris Drive, Dimondale, MI 48821 / 8:00 - 5:00 Monday through Friday

14. General Summary of Function/Purpose of Position

The position supports financial analysis for the Commercial Vehicle Enforcement Division (CVED). Key duties include assisting with reconciliations, supporting the year-end process, and helping ensure compliance and reporting requirements are met for the division's federal and state grants.

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: 35

Develop, support, and analyze financial and program reports in support of the CVED.

Individual tasks related to the duty:

- Analyzes and creates accounting reports to monitor revenue, expenditures, and encumbrances for proper classification and appropriateness.
- Assists in reviewing and approving financial transactions entered into the Michigan Statewide Integrated Governmental Management Applications system (SIGMA)
- Prepares journal vouchers to modify accounting transactions in order ensure continuous compliance with accounting practices and procedures.
- Participates indivision's fiscal year-end closing guidelines and organizes accounting data to ensure compliance with state of Michigan fiscal year-end closing requirements.
- Create and monitor invoices related to CVED activities in the Michigan Cashiering and Receivables System (MICARS). Ensure invoices are appropriately coded and revenue received in a timely manner.

Duty 2

General Summary:

Percentage: 25

This position is responsible for the fiscal management of the CVED grants and special programs. The role ensures accurate financial tracking, compliance, and reporting for both state and federally funded programs.

Individual tasks related to the duty:

- Manages all grant expenditures, including verifying accuracy, coding expenses to proper accounts, and maintaining supporting documentation.
- Create accounting coding for grant-related payroll and transactions in the State of Michigan's accounting system (SIGMA) to ensure accuracy and compliance with state and federal requirements.
- Process and reconcile accounts receivable from state and federal sources to ensure timely reimbursement of grant funds.
- Monitor grant budgets and prepare financial reports to support program management and decision-making.
- Communicates and consults with federal agencies, state agencies, and internally for resolutions on grant related issues.
- Assist Internal Auditors with Federal and State audit requests.
- Review and recommend process improvements to strengthen compliance, accuracy, and efficiency in managing grant funds.

Duty 3

General Summary:

Percentage: 25

This position is responsible for monitoring, analyzing, and reconciling payroll expenditures and time activity reports to ensure compliance with federal and state restricted funding source timekeeping requirements.

Individual tasks related to the duty:

- Reviews and reconciles enforcement member SIGMA payroll transactions with the automated officer daily system.
- Perform monthly accuracy and completeness testing on automated officer daily system to ensure all enforcement member officer dailies are accurately completed and in the system.
- Generate and revise Crystal Reports on officer dailies.
- Review and reconcile division headquarter staff payroll activity reports with SIGMA payroll data.
- Identify and resolve payroll discrepancies for all division members.
- Process labor distribution adjustments in SIGMA as needed to ensure proper allocation of payroll costs.
- Perform administrator functions (e.g., delete dailies, return dailies, assign special project coding) of the automated officer daily system.

Duty 4

General Summary:

Percentage: 10

This position is responsible for overseeing the purchase and contract requisition process for the division to ensure accuracy, compliance, and proper use of resources.

Individual tasks related to the duty:

- Review purchase requisition and contract-related invoices for accuracy and compliance with contract terms.
- Obtain required payment authorizations and oversee the processing of payments completed by the accounting technician.
- Track encumbrances and final payments to ensure division resources are accurately recorded and not improperly encumbered.
- Maintain records and documentation to support audits, financial reporting, and compliance reviews.

Duty 5

General Summary:

Percentage: 5

Perform other duties and research 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

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

As knowledge and experience are gained through training with the manager, colleagues, and other resources, this position exercises independent judgment in reviewing and applying appropriate payroll and expenditure coding. The position ensures that payroll costs and purchases are charged to the correct funding sources and remain within approved budget limits. Decisions made in this role directly impact the financial accuracy and budgetary integrity of the divisions it supports.

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

Consult supervisor when interpretation of existing guidelines may lead to establishing new Division/Department policies, for complex financial decisions especially if it may cause a shortfall or is an unfunded project/mandate. 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):

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|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

This position is responsible for reconciliations, the year-end process, compliance, and reporting along with the development and monitoring of financial, procurement, and the division's federal and state grants.

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

Changed from Accountant to Financial Analyst to be more in line with the duties of the position.

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

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26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Educational level typically acquired through completion of high school and two years of experience as an Accounting Technician E9 and/or 10, Account Examiner E10 and/or 11, Account Examiner Supervisor 12, or Office Supervisor 9-10 (with the bookkeeping subclass code); or, one year of experience as an Account Examiner Supervisor 13, or Office Supervisor 11-12 (with the bookkeeping subclass code).

Educational Substitution

College credits may be substituted on a proportional basis (one year of college education may substitute for one quarter of the required experience) for up to one half of the required experience.

EXPERIENCE:

Two years of experience as an Accounting Technician E9 and/or 10, Account Examiner E10 and/or 11, Account Examiner Supervisor 12, or Office Supervisor 9-10 (with the bookkeeping subclass code); or, one year of experience as an Account Examiner Supervisor 13, or Office Supervisor 11-12 (with the bookkeeping subclass code).

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles of economics and public finance. Knowledge of program planning and budgeting. Knowledge of financial management principles and practices. Ability to quickly assimilate a variety of oral and written data, (i.e., legal, social, economic, etc.) to analyze facts and draw logical conclusions. Ability to collect and interpret information, apply criteria, and make recommendations. Ability to maintain records and prepare reports and correspondence related to the work. Ability to communicate effectively with others. Prior grant management experience is preferred.

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.

N/A

I certify that the entries on these pages are accurate and complete.

CANDA FLORES

Appointing Authority

10/17/2025

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