

## Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

**Position Code:** FINAMGR3A57N

**Civil Service Class and Level:** FINANCIAL MANAGER-3

**Working Title (What the agency calls the position):** Financial Manager

**Name and Position Code Description of Direct Supervisor:** COULTER, BUFFY A; STATE ADMINISTRATIVE MANAGER-1

**Department/Agency:** DNR-NATURAL RESOURCES

**Bureau (Institution, Board, or Commission):** Resource Management

**Division:** Parks & Recreation

**Section:** Administrative Services

**Unit:** Finance

**Work Location (City and Address)/Hours of Work:** PRD Available location; Remote work options may be available;

Standard Hours: M-F 8-5pm

**General Summary of Function/Purpose of Position:** Serve as Financial Manager for Parks and Recreation Division (PRD). Establish and implement sound financial practices and procedures for the Division on a statewide basis. Provide revenue, budget, and procurement guidance and expertise to PRD staff. Supervise the Finance Unit's staff in daily and long-term activities. Direct quarterly interim assessments and year-end close activities.

### Assigned duties and tasks for each duty.

**Duty 1:** Supervise staff in PRD's Finance Unit

- Select and assign staff.
- Coordinate activities by scheduling work assignments and setting priorities.
- Evaluate employee performance through the review of completed work assignments and work techniques.
- Identify staff development and training needs and ensure that training is obtained.
- Ensure that proper labor relations and conditions of employment are maintained.
- Develop goals and objectives for the Unit related to accounting and financial procedures and practices.
- Maintain records, prepare reports, attend meetings, and compose correspondence relative to and representing the Unit's programs.

**Duty 2:** Provide revenue, budget, and procurement guidance and expertise to PRD's Finance Unit and statewide staff.

- Oversee and assist with PRD's budget development process and quarterly spend plans.
- Assist with development of transfer and supplemental requests.
- Evaluate legislative bills for their program and fiscal implications.
- Review and assist with the PRD's biannual revenue projections.
- Coordinate the development of Business Intelligence reports to meet the needs of field staff.
- Review or oversee the review of all procurement documents on a statewide, Division-wide basis for proper SIGMA coding and procedural compliance. Research problems related to posting or coding errors and recommend solutions.
- Review or oversee the review of Division payment documents for procedural compliance and accurate coding.
- Resolve or oversee the resolution of vendor or customer complaints or problems.
- Direct the development of policies, procedures, rules, and regulations for effective financial operations.
- Develop and implement SIGMA training for Division staff.
- Coordinate monthly meetings for all PRD accounting staff.
- Establish operational coding in SIGMA and maintain coding guides for Division-wide staff.
- Approve and/or enter journal vouchers.
- Maintain PRD's SIGMA Library and Finance Unit Library.
- Coordinate the receipt and appropriate accounting for federal grants and reimbursements.

**Duty 3:** Direct the Internal Control Evaluation (ICE) process, quarterly interim assessments, and year-end close activities. Serve as PRD's liaison for Finance and Operations Division (FOD) and Accounting Services Division (ASD).

- Coordinate the biennial ICE process with Division staff.
- Attend fiscal year-end training seminars.
- Coordinate the Division's quarterly interim assessments and year-end closing processes.
- Ensure payables, receivables, amounts held for others, and deferred revenues are properly recorded.
- Perform or oversee the completion of analytical procedures.
- Approve and/or enter journal vouchers.
- Confirm revenues collected by the Division have been reconciled and recorded in the correct funds.
- Ensure expenditures are recorded in the proper funds and do not exceed available authorizations.
- Oversee the completion of boilerplate reports and legislative requests.
- Coordinate with Division staff to draft responses to audit findings and recommendations.
- Work cooperatively with FOD to update and develop statewide or department-wide systems, policies, and procedures.

**Duty 4:** Miscellaneous duties / projects as assigned.

- Participate on Division-wide and/or Department-wide work teams.
- Assist with the Summer Youth Employee Program budget and payment process.
- Serve as a SIGMA security administrator for PRD.
- May occasionally perform any task assigned to subordinate staff.
- Special projects as assigned.

**Types of decisions made independently and whom or what those decisions affect:** Based upon professional judgment, expertise, and work assignment, decisions are made to determine steps that need to be taken to perform duties and meet program needs. Staffing, work assignments, and scope of performance vary and require knowledge based on experience and generally accepted principles and practices.

**Types of decisions that require the supervisor's review:** Consultation is requested of the supervisor based upon the complexity of the assignment. Supervisor is briefed to ensure information is shared and for information proposed. Supervision should be of a general administrative nature.

**Physical effort used to perform this job and environmental conditions of this position:** Standing, sitting, daily use of a computer, etc., typical of an office environment. Occasional travel throughout the State in all kinds of weather.

**Names and classes and levels of employees whom this position immediately supervises:**

FOUTS, THOMAS A	ACCOUNTING TECHNICIAN-E E9
POTTS, MELISA R	DEPARTMENTAL ANALYST-E P11
WILMOTH, VANESSA J	DEPARTMENTAL TECHNICIAN-E E9
HENGESBAC H, TINA A	FINANCIAL ANALYST-E 10
VACANT	FINANCIAL ANALYST-E
MURPHY, MARTIN M	FINANCIAL SPECIALIST-2 13
LEISNER, DEBORAH	FINANCIAL SPECIALIST-2 13

**The essential functions of this position:** This position serves as the financial manager for Parks and Recreation Division (PRD). This position assists PRD staff on a variety of financial tasks and oversees revenues, budgets, and procurement operations.

**The function of the position's work area and how it fits into that function:** The Administrative Services Section provides support to PRD units statewide on all personnel, budget, and financial accounting issues. This position oversees all financial issues for PRD and coordinates with DNR central accounting and purchasing staff to ensure that all accounting and purchasing practices are carried out appropriately.

**Minimum education, experience, and credentials typically needed to perform the position's essential functions:**

**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:**

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Four 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 two years equivalent to a Financial Analyst P11, Accountant P11, or Auditor P11 or one year equivalent to a Financial Analyst 12, Financial Manager 12, Accountant 12, Accountant Manager 12, Auditor 12, or Auditor Manager 12.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

A strong understanding of acceptable financial practices and the SIGMA Financial application. Communication skills are required.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None.