

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 ENVIRON, GREAT LAKES & ENERGY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Financial Analyst-E	10. Division Oil, Gas, and Minerals
5. Working Title (What the agency calls the position) Financial Analyst 9-P11	11. Section Administration
6. Name and Position Code Description of Direct Supervisor GASPER, KIRSTEN L; DEPARTMENTAL MANAGER-3	12. Unit Finance
7. Name and Position Code Description of Second Level Supervisor TETZLAFF, KATHERINE S; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Constitution Hall, 525 W. Allegan St., Lansing, MI / M-F: 8:00 A.M. to 5:00 P.M.
14. General Summary of Function/Purpose of Position This position functions as the financial liaison for grants awarded by the Oil, Gas and Minerals Division (OGMD) and the Materials Management Division (MMD). Duties of this position include identifying financial categories, reporting conditions, developing reports to track the expenditures, analyzing information to assure compliance with federal and state regulations, developing reports for management, reviewing/approving grant agreements and payments. This position also serves as back up for other functions within the Administration Section.	

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: 85

Serve as a financial liaison for assigned outgoing grants within the OGMD and MMD.

Individual tasks related to the duty:

- Compile financial information that is used to prepare grant budgets.
- Analyze information and enter grant documents into SIGMA.
- Create queries obtaining financial information to monitor charges against grants.
- Determine when grant funds will be fully utilized.
- Address various requests from program staff regarding grant programs.
- Analyze financial information and develop reports for management as it relates to grants issued.
- Identify financial inconsistencies or concerns in grant expenditures with recommendations on proposed changes.
- Assist in year-end closing activities including establishing accounts payables, liquidations and/or payments to meet statutory spending requirements for Federal grants and other contractual obligations.
- Review and approve grants for compliance with current policies.
- Review and approve payment requests in compliance with grant language, MMD and EGLE policies.
- Track each grant from inception to closeout.
- Attend training and apply information learned to job duties.

Duty 2

General Summary:

Percentage: 10

Provide backup assistance as needed to grant specialist position within the Section.

Individual tasks related to the duty:

- Run various status reports from grants database.
- Draft Administrative Board paperwork for submission to EGLE Procurement.
- Perform initial review of boilerplate for approved grant program Request for Proposals.
- Other duties as assigned by unit supervisor or section manager.

Duty 3

General Summary:

Percentage: 5

Perform other miscellaneous functions as necessary and/or requested by management to support Section activities.

Individual tasks related to the duty:

- Duties as assigned by unit supervisor or section manager.

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

Decisions are made on the accuracy of grants issued, charges applied, and the corrections required to assure the OGMD and MMD follow requirements from various areas. This impacts the funding available to the divisions and grants issued to various grantees by the divisions. The timeliness and accuracy of these decisions impacts internal and external customers.

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

Supervisor review required when policies are not clear or when addressing potentially sensitive issues.

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 exists in a general office setting.

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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |

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 include functioning as a financial liaison for grants issued by the OGMD and MMD, and providing backup for other grant analyst functions in the Unit and activities within the section. The proper application and tracking of funds is essential to the division's programs. The position analyzes data, both financial and non-financial, to make decisions and exercise judgment.

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

New position

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

The Finance Unit within the Administration Section provides a wide range of administrative services and planning functions for the OGMD and MMD, including revenue, accounting, purchasing, information technology services, travel, VTS, internal controls and other various support activities. This position has financial oversight responsibilities for grants issued by the divisions and provides back up within the Unit and Section.

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:

Ability to stay organized is key.

Ability to quickly assimilate a variety of oral and written financial data to analyze facts and draw logical conclusions.

Ability to collect and interpret information, apply criteria, and make recommendations.

Ability to be self-motivated, identify needs not yet addressed, and draft new processes.

Ability to maintain confidentiality of the work area is required.

A strong customer service orientation is necessary.

Excellent computer skills are necessary, preferably with Excel and Business Objects.

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.

RYAN STARKWEATHER

9/30/2022

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