

Position Summary

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

Position Code: FINCALTEG17N

Civil Service Class and Level: Financial Analyst-E

Working Title (What the agency calls the position): Financial Analyst

Name and Position Code Description of Direct Supervisor: HURTEKANT, BRIAN J; FINANCIAL MANAGER-3

Department/Agency: ENVIRON, GREAT LAKES & ENERGY

Bureau (Institution, Board, or Commission):

Division: Water Resources Division

Section: Administration Section

Unit: Finance Unit

Work Location (City and Address)/Hours of Work: 525 West Allegan Street, Lansing, MI 48933 / 8:00 a.m. to 5:00 p.m., Monday-Friday

General Summary of Function/Purpose of Position: This position functions as a financial Analyst for assigned state and federal pass-through grants managed by the Water Resources Division (WRD). This position also monitors and tracks all aspects of WRD Memorandums of Understanding. In a backup capacity, this position will assist with all requests for proposal and administrative board coordination for new existing contracts, contract payments and reconciliation, as well as providing contract information to WRD staff.

Assigned duties and tasks for each duty.

Duty 1: Administer assigned outgoing federal and state funded grant agreements.

- Review grant agreements and amendments to ensure they agree with the amount authorized, other pertinent information is accurately listed, and correct funding sources are identified.
- Report errors to program managers who will follow up with the applicant.
- Review budget documents in the grant agreement.
- Establish budget documents for each pass-through grant project.
- Establish and update grants documents in SIGMA when grants are established or amended.
- Conduct quarterly reviews with program staff to ensure documents are accurate and can be completed by the federal deadlines.
- Responsible for establishing and maintaining accounts payable as the result of year-end closing.
- Complete necessary documents according to EGLE's policies for obtaining approval from the State Administrative Board.
- Enter payment information into the WRD's grants database.
- Participate in year-end closing activities related to the pass-through grants.
- Communicate with program staff and grantees pertaining to year-end closing deadlines.
- Serve as liaison between WRD staff and the EGLE Federal Aid Office on questions that relate to payments to the grantees.
- Process journal voucher transactions to move expenditures to other funding when necessary.
- Ensure grant documents in SIGMA are closed when grants are completed.
- Propose and develop forms, processes, and other documents, as needed.

Duty 2: Responsible for Coordinating with program staff all aspects of creating and processing Inter-agency and Intra-agency Memorandums of Understanding (MOU).

- Work directly with program staff from creation to approval of MOU documents.
- Document new MOU agreement amounts on Division projection sheets by appropriation and fund.
- Review quarterly financial documents to ensure reimbursement amount complies with MOU conditions.
- Complete IET payments for other EGLE divisions and state agencies.
- Track MOU expenditures and work with program staff to prepare projections to avoid over expenditure.
- Provide financial reports as requested by management and staff.
- Collaborate the review and planning of year-end closeout of MOUs

Duty 3: Assisting with all areas of long-term contracts.

- Review program, contract requests, and determine proper procedures to move forward
- Provide direction to program staff on specific contract processes, developing RFPs, and Ad board procedures
- Coordinate contract, closeout preparation and submitting all change orders to WRD contracts
- Review year end close contract procedures ensure compliance.

Duty 4: Assisting with reviewing and processing refunds.

- Research accounting records to verify revenue was received before recommending refund for approval.
- Send approved refund requests to the Accounting Services Center for disbursement after supervisor approval.
- Reconcile refunds requested with funds disbursed in SIGMA.
- Update the Mi Enviro Portal database to show the refund was processed.
- Track all revenue refunds in a spreadsheet and analyze information for legislative reporting.

Duty 5: Miscellaneous duties as assigned by management.

- Responsible for other projects as assigned by supervisor.

Types of decisions made independently and whom or what those decisions affect: Interpretation and implementation of processes, policies, directives, guidance documents, and statutes. The decisions impact staff, budget, and timeliness of meeting statutory requirements.

Types of decisions that require the supervisor's review: When major conflicts in priorities occur or when attempts at negotiating problem resolutions fail. Unique circumstances for which there is no prior precedent or guidelines.

Physical effort used to perform this job and environmental conditions of this position: Duties are primarily carried out in an office setting. The majority of time is spent working on a computer. Some standing, kneeling, lifting, and bending. About 80% computer usage, 15% general paperwork, and 5% attending meetings.

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

The essential functions of this position: This position is responsible for providing administrative assistance on assigned federal pass-through grants funded by federal and state resources.

This position is responsible for all aspects of creating and processing Inter-agency and Intra-agency Memorandums of Understanding (MOU).

This position requires the ability to communicate well, both verbally and in writing; use a computer, telephone, and other office equipment; and be able to prioritize and handle inflexible deadlines imposed due to budget and other demands.

To be successful in this position, the following competencies have been identified as essential: Adaptability, Initiating Action, Planning and Organizing Work, Communication, Contributing to Team Success, and Decision Making.

The function of the position's work area and how it fits into that function: The WRD is responsible for the regulation and prevention of abuse to Michigan's land and water resources through implementation of multiple statutory responsibilities within the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. This position is responsible for assigned pass through grants and all aspects of creating and processing Inter-agency and Intra-agency Memorandums of Understanding (MOU).

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 12 semester (18 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:

- Knowledge of the principles of economics and public finance.
- Knowledge of program planning and budgeting.
- Knowledge of financial data sources including periodicals, manuals, and reports.
- Knowledge of mortgage financing and real estate valuation.
- Knowledge of financial management principles and practices.
- Knowledge of the principles and practices of financial analysis including the computation and application of the liquidity, operating and price-earnings ratios commonly used in financial and investment analysis.
- Knowledge of investment and securities procedures 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.
- Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

None