

## Position Summary

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

**Position Code:** FINCALTAF31N

**Civil Service Class and Level:** Financial Analyst-A

**Working Title (What the agency calls the position):** Grants and Contract Analyst

**Name and Position Code Description of Direct Supervisor:** BELL, JAMES; STATE ASSISTANT ADMINISTRATOR-FZN

**Department/Agency:** MDHHS-COM HEALTH CENTRAL OFF

**Bureau (Institution, Board, or Commission):** Public Health Administration

**Division:**

**Section:**

**Unit:**

**Work Location (City and Address)/Hours of Work:** 333 S. Grand, Lansing, MI 48933 / M-F, 8am-5pm

**General Summary of Function/Purpose of Position:** Under the direction of the Office of Public Health Transformation (OPHT) Director, the Financial Analyst (FA) serves as the recognized resource responsible for overseeing the financial operations of the Public Health Infrastructure Grant (PHIG), including the Racial Disparities Task Force (RDTF) award and other associated grants. The FA develops and maintains financial policies and procedures for monitoring revenues, expenditures, and subrecipient spending. This position leads the preparation and analysis of program budgets, develops fiscal tools and monitoring systems, conducts forecasting and reporting, and ensures compliance with state and federal regulations. The analyst will provide orientation and training to OPHT staff on fiscal practices, serve as the liaison to the MDHHS budget, contracts, and grant accounting offices, and facilitate financial oversight for all assigned funding sources. As the subject matter expert, the FA provides guidance to OPHT leadership to support sound fiscal decision-making and accountability.

**Assigned duties and tasks for each duty.**

**Duty 1:** Recognized resource responsible for oversight over OPHT's financial operations and reporting systems for the Public Health Infrastructure (PHIG) Racial Disparities Task Force (RDTF) award and other assigned funding sources.

- Develop budgets and budget narratives for new and ongoing projects; revise as needed based on funder guidance and programmatic priorities.
- Oversee the creation and implementation of financial policies and procedures for revenue, expenditures, and subrecipient monitoring across OPHT.
- Prepare monthly budget summaries, track expenditures, and perform fiscal projections to ensure alignment with spending plans and award timelines.
- Conduct account analysis and reconciliation; work with OPHT program staff to resolve errors or discrepancies.
- Serve as the liaison to MDHHS Grant Accounting, Contracts, and Budget Office to ensure timely and accurate budget submissions, modifications, and reporting.
- Develop and maintain internal fiscal tracking systems to monitor award spending, subrecipient activities, and staff time and effort reporting.
- Interpret and apply federal and state grant requirements; provide technical assistance to program staff to ensure compliance.
- Complete the financial sections of required federal and state grant reports; lead efforts to collect and validate supporting documentation.

**Duty 2:** This position will serve as the financial liaison between the OPHT and the MDHHS Grant Accounting, Contract, and Budget Offices to ensure the submission of accurate and timely budget data.

- Work with the Office and other Department staff to assist subcontracts with proper budget development, management, and monitoring.
- Provide training and technical assistance to subcontractors as needed.
- Act as a liaison to the MDHHS-Grants and Contracts Office and others to understand and comply with policies and procedures that ensure the submission of accurate and timely information.
- Work with department staff on analyzing, tracking, and completing of financial reconciliation of program expenditures including internal financial reports and grant closeouts.
- Participate in any funder requests related to budget narratives or financial compliance.

**Duty 3:** Provide information, technical assistance, and education related to fiscal operations.

- Maintains proficiency in Microsoft Office (Excel and Word), SIGMA, and E-GRAMS.
- In consultation with the OPHT Director and program staff, assess technical assistance needs relative to fiscal operations including but not limited to accounts payable, employee reimbursements, and subcontracts and payments to ensure quality assurance and compliance.
- Develop and provide technical assistance to address identified needs via in-service training and consultation.
- Attend staff meetings as needed.

**Duty 4:** Miscellaneous Duties as Assigned.

- Other duties, task, responsibilities as assigned by upper administration.

**Types of decisions made independently and whom or what those decisions affect:** Oversee the day-to-day financial operations of the statewide program, ensuring alignment with federal, state, and administrative policies, procedures, standards, guidelines, and reporting requirements. Independently interpret and apply regulations, develop program strategies, and implement process improvements to enhance program effectiveness. Directly respond to complex inquiries regarding program requirements, providing authoritative guidance to stakeholders, including state agencies, partner organizations, and the public.

**Types of decisions that require the supervisor's review:** Decisions requiring specialized technical or program expertise outside the scope of this position.

Documents prepared for upper management, federal reports or to report compliance.

**Physical effort used to perform this job and environmental conditions of this position:** Routine physical activities; traveling, standing, sitting, walking, reaching and bending.

Long periods of sitting and computer work.

Requires occasional travel throughout the state.

In-state and out of state travel to conduct or attend trainings, site visits, conferences or meetings may be required.

Driving/sitting in a car. Reliable transportation is required.

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

**The essential functions of this position:** This position is responsible for compiling and analyzing financial data to support programs to assure compliance with federal and state financial rules regulations. Identify, review, and extract data to prepare reports and to monitor and track program activities.

**The function of the position's work area and how it fits into that function:** The position is nested in the new Office for Public Health Transformation in the Public Health Administration (PHA). PHA is responsible for combining a vast array of public health services in the state, facilitating services that promote health, prevent disease, and facilitating access to appropriate health care for all Michigan residents.

**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 12**

Three 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 P11, Accountant P11, or Auditor P11.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

As listed on the Civil Service job specification. In addition:

This person performs program and fiscal analysis on location of sub-recipients/grantees and works with program and/or Departmental staff to assist sub-recipients/grantees with proper budget development and management. Must have the ability to communicate well verbally and in writing with both technical and non-technical clients. Must have the ability to plan, organize and expedite projects on short timelines. Must have experience with Microsoft Word, databases such as Microsoft Access, and Excel. Some knowledge in desktop publishing, SharePoint, and presentation software. Must be able to work in an environment with deadlines and some ambiguity.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Duties require travel. A valid Michigan driver's license is required.