

Position Summary

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

Position Code: FINCALTEF79N

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: FLACK, YASMIN M; STATE ADMINISTRATIVE MAN-FZN

Department/Agency: MDHHS-COM HEALTH CENTRAL OFF

Bureau (Institution, Board, or Commission): Office of Community Violence Intervention

Division:

Section: Consultation & Contract Management Section

Unit:

Work Location (City and Address)/Hours of Work: 333 South Grand Avenue, Lansing, MI 48913 / Standard Day Shift/40 hours per week

General Summary of Function/Purpose of Position: This position functions as a Financial Analyst (FA) with the Department of Health and Human Services, Consultation & Contract Management Section Manager for the Office of Community Violence Intervention (OCVI). The Financial Analyst (FA) will review and monitor financial data supporting federal and state regulations, requirements and reporting by providing a systematic review, interpretation and/or evaluation of budgets, trends and or other financial data for CVI grantees, as well as various grant funding received from federal, state and local resources.

Assigned duties and tasks for each duty.

Duty 1: Review and monitor budgetary information and provide technical assistance to OCVI grantees receiving state ,local and federal funds, including but not limited to the American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF)

- Assist in the review of financial status reports submitted by OCVI grantees.
- Analyze financial and budgetary soundness and reasonableness; make recommendations for change.
- Provide technical assistance in the development and implementation of fiscal and budgetary policies and procedures for program staff and grantees.
- Review monthly budgetary reports of OCVI grantees and prepare fiscal monitoring reports for MDHHS/OCVI as needed.
- Participate in the development of contracts with internal and external partners for resource allocations to grantees.
- Assist OCVI staff as needed; during site visits of local agencies, preparation of reports and documents for federal site visits and/or state and federal audits.
- Monitor and track unallowable expenses for funding through this grant program as outlined in the state and federal requirements (i.e. RFP, Federal Register CSLFRF)

Duty 2: Compile and analyze OCVI financial data. Develop and implement forecasting models to identify financial stress or existing deficits for programs receiving funding from various funding sources, including but not limited to State and ARPA funds.

- Research and analyze financial data to assure accurate cost reporting.
- Prepare monthly program budget summaries; track and maintain fiscal projections of grant funding for the OCVI and CVI Grantees
- Maintain reporting structures to assure timely approvals for submission through Grants and Purchasing processes.
- Interpret federal rules to assure that funding from CVI program and state funding meet federal requirements.
- Monitor CVI grantees budgets to assure compliance with the ARPA State and SLFRF including the analysis of reconciliations.

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 OCVI 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

- Professional reading, CVI trainings, seminars, conferences.
- Support OCVI activities by participating in required meetings, committees, confidentiality and security trainings and other trainings as required.
- Develop and maintain skills to complete job duties.
- Contribute to OCVI activities including development of strategic plans, metric development and reporting and transition to the Medicaid Expansion efforts.
- Other duties, tasks, responsibilities as assigned by upper administration.

Types of decisions made independently and whom or what those decisions affect: Daily operation of the statewide OCVI programs consistent with federal, state and local policies, procedures, standards, guidelines and reporting requirements. Respond to inquiries pertaining to program requirements. Program serves people who live in communities racially segregated and historically disinvested neighborhoods and experiencing violence.

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

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

Publications for professional and public dissemination.

Funding decisions.

Changes in and/or exceptions to policies, procedures, standards and guidelines.

Drafting of corrective action plans for security breaches.

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.

Occasional physical activities; stooping, lifting and carrying.

May be required to work outside standard business hours.

In-state and out state travel to conduct or attend trainings, site visits, conferences or meetings is 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. Federal compliance includes those imposed by the American Rescue Plan Act (ARPA), Federal Register Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) and all related rules and guidance issued by Grantor and the U.S. Department of the Treasury.

The function of the position's work area and how it fits into that function: The OCVI is responsible for advancing public health solutions to community violence. The OCVI is responsible for fiscal monitoring, compliance, developing external and internal controls, and assuring appropriate separation of duties within the OCVI. This position will support the advancement of community violence intervention (CVI) strategies to enhance community safety in Michigan.

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:

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

Must have the ability to communicate well verbally and in writing with both technical and non-technical clients to effectively compile, monitor and report financial information. Must have the ability to plan, organize and expedite projects on short timelines.

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:

None.