

POSITION DESCRIPTION

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| 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 TREASURY CENTRAL PAYROLL |
| 3. Employee Identification Number | 9. Bureau (Institution, Board, or Commission) |
| 4. Civil Service Position Code Description Departmental Specialist-2 | 10. Division Office of Financial Services |
| 5. Working Title (What the agency calls the position) Departmental Specialist 13 | 11. Section Banking and Disbursements Section |
| 6. Name and Position Code Description of Direct Supervisor AVERY, JOSEPH D; FINANCIAL MANAGER-3 | 12. Unit |
| 7. Name and Position Code Description of Second Level Supervisor RUTTMAN, JENNIFER L; STATE ADMINISTRATIVE MANAGER-1 | 13. Work Location (City and Address)/Hours of Work 7285 Parsons Dr Dimondale Dr / Monday - Friday 8:00am - 5:00pm |
| 14. General Summary of Function/Purpose of Position | |
| <p>Serves as the SIGMA (Statewide Integrated Governmental Management Applications) Specialist for the Office of Financial Services. Serves as a SIGMA expert for the Office of Financial Services with internal and external partners. This includes requirements gathering, testing and working with the SIGMA center of excellence to implement enhancements in order to create efficiencies related to the department's responsibility as the Central Agency for statewide receipting and disbursements of all State funds, including wire transfers, central warrants, and EFT systems. This includes performing transactions, developing work-arounds, and testing resolved SIGMA issues for payment processing.</p> <p>Trains the Office of Financial Services with SIGMA procedures, policies and guidelines. Analyze ongoing program operations and recommends modifications of processes, policies and procedures to meet commitments. Perform other tasks related to banking, cash management, the receipting and disbursement of State funds, as assigned.</p> | |

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: 65

Serves as a SIGMA specialist/expert for the Office of Financial Services with internal and external partners. This includes requirements gathering, testing and working with the SIGMA center of excellence to implement enhancements in order to create efficiencies related to the department's responsibility as the Central Agency for statewide receipting and disbursements of all State funds, including wire transfers, central warrants, and EFT systems. This includes performing transactions, developing work-arounds, and testing resolved SIGMA issues for payment processing.

Individual tasks related to the duty:

- Serve as SIGMA SME for Financial Services with the transition to SIGMA, ensuring the Office is utilizing the system effectively and efficiently for the departments payment processes.
- Serve as a front-line expert resource who directly handles and responds to SIGMA related inquiries/issues, including troubleshooting via telephone, e-mail, as well as meeting with internal and external stakeholders when necessary.
- Research and analyze highly complex SIGMA information, developments, changes, and provide analysis and communication to Financial Services staff and management regarding the timing and impact of developments.
- Disseminate information related to SIGMA that impacts Financial Services staff and follow-up and respond to questions related to the information.
- Attend meetings related to SIGMA as a Treasury representative and advocate for department needs as necessary.
- Provides written and/or verbal reports on SIGMA issues and progress to the Administrator, Assistant Administrator, and Banking and Disbursements Manager.
- Using SIGMA functionality, research and evaluate opportunities for the Office to improve efficiency in processes the Office currently uses with SIGMA.
- Provide expert advice, recommendations, and technical support related to SIGMA processes and functions utilized by the Office.
- Other SIGMA system development related duties that impact Office of Financial Services activities.
- Act as a liaison with other State agencies to coordinate SIGMA related activities relating to payment and disbursement processes.

Duty 2

General Summary:

Percentage: 25

Support on-going improvements to the statewide accounting system (SIGMA).

Individual tasks related to the duty:

- Review the established security roles and workflows for effectiveness, completeness, and efficiencies.
- Recommend changes to security roles and workflows where needed for internal control processes.
- Work with Treasury SIGMA lead to coordinate security and workflow changes.
- Work with other Financial Services partners and State agencies related to banking activities.

Duty 3

General Summary:

Percentage: 5

Serve as the audit and internal control coordinator for SIGMA related tasks

Individual tasks related to the duty:

- Coordinate bi-annual Internal Control Evaluations for the Office as it relates to SIGMA.

- Follow-up with Office audit findings as needed with the SIGMA Center of Excellence
- Serve as Financial Services representative on Treasury audit work group to work collectively to track performance audits conducted by external auditors.

Duty 4

General Summary:

Percentage: 5

Performs other duties as assigned. Supports Treasury and Office of Financial Services operational goals and objectives.

Individual tasks related to the duty:

- Participates in activities that contribute to the achievement of the mission, goals and operational objectives of the Office and Department.
- Conduct special projects and serve as liaison to teams and committees, as assigned.
- Prepare special reports as requested.
- Carries out special projects as assigned.
- Attends conferences, seminars, and training sessions.
- Promotes continuous improvement and quality control initiatives.
- Provides backup for EFT release, check oversight, payment certification and wire transfer entry.
- Other duties as assigned.

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

Resolve complex problems and develop work arounds with internal and external partners related to SIGMA. Notify staff of workarounds and document necessary impact to the organization.

What methodologies to use to analyze data.

Whom to contact in other Treasury divisions, agencies and financial institutions.

Bank services provided by third-party vendors.

Problem resolution so that payees receive their payments.

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

Policies or procedures that have a significant section, office or statewide impact.

Decisions that affect contractual relationships in a material manner.

Decisions that have a material impact on the budget, including equipment and staffing, changes in processing, automation, new legislation and outsourcing.

Decisions that have a significant impact on Treasury or statewide resources or project timelines.

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.

Potentially extended work hours may be required to meet urgent deadlines and resolution of complex issues or problems. Work performed in a typical office environment. No unusual physical effort or environmental conditions.

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):**

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|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <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. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | Train employees in the work. |

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?

Serves as the SIGMA (Statewide Integrated Governmental Management Applications) Specialist for the Office of Financial Services. Serves as a SIGMA expert for the Office of Financial Services with internal and external partners. This includes performing SIGMA transactions related to the department's responsibility as the Central Agency for statewide receipting and disbursements of all State funds, including wire transfers, central check, and EFT systems. Trains the Office of Financial Services with SIGMA procedures, policies and guidelines. Analyze ongoing program operations and recommends modifications of processes, policies and procedures to meet commitments. Perform other tasks related to banking, cash management, the receipting and disbursement of State funds, as assigned. All the duties of this position description must be performed and cannot be eliminated.

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 Office of Financial Services (OFS) is responsible for the administration of the State's banking function and management of receiving, processing and depositing of monies from taxpayers and State agencies and controlling receipts and disbursements on the State's systems. The Office administers the tasks necessary for executing the Department's responsibility as the Central Agency responsible for statewide receipting and disbursements. Serves as the SIGMA (Statewide Integrated Governmental Management Applications) specialist/expert for the Office of Financial Services. Serves as a SIGMA expert for the Office of Financial Services with internal and external partners. This includes performing SIGMA transactions and developing work-arounds for duties related to the department's responsibility as the Central Agency for statewide receipting and disbursements of all State funds, including wire transfers, central check, and EFT systems. Trains the Office of Financial Services with SIGMA procedures, policies and guidelines. Analyze ongoing program operations and recommends modifications of processes, policies and procedures to meet commitments. Perform other tasks related to banking, cash management, the receipting and disbursement of State funds, as assigned.

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. Degree in business, accounting, or finance is desirable.

EXPERIENCE:

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to communicate effectively through both written and verbal communication.
Ability to establish and maintain effective relationships.

Ability to plan, direct, and coordinate work projects that are complex in nature and work within a team environment.
Knowledge of SIGMA and formally MAIN FACS and RSTARS systems and a good understanding of State of Michigan EFT, check, and receipting processes desirable.
Knowledge of accounting practices and principals, and rules and regulations governing the receipt and disbursement of State monies.
Ability to interpret laws, rules and regulations relative to the work.
Superior oral and written communication skills.
Ability to be initiative in finding solutions and exercise diplomacy with external and internal partners.
Ability to lead and participate in high performance teams in a professional environment.
Ability to use a personal computer and various software applications.

CERTIFICATES, LICENSES, REGISTRATIONS:

This position has a FTIFNPRINT sub-class code. The position has access to Federal Tax Information (FTI).

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.

BONNIE SOMES 3/9/2019

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