

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 TREASURY CENTRAL PAYROLL
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description SENIOR DEPUTY DIRECTOR	10. Division
5. Working Title (What the agency calls the position) Deputy Treasurer, Financial and Administrative Services	11. Section
6. Name and Position Code Description of Direct Supervisor GUILFOYLE, JEFFREY P; SENIOR CHIEF DEPUTY DIRECTOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor EUBANKS, RACHAEL A; STATE TREASURER	13. Work Location (City and Address)/Hours of Work 430 W. Allegan, Lansing, MI and 7285 Parson Drive, Dimondale, MI / 8:00am to 5:00pm, Monday through Friday
14. General Summary of Function/Purpose of Position	
<p>This position will serve as the Deputy Director over the Bureau of Financial and Accounting Services and Office of Postsecondary Financial Planning. This position is responsible for the development and implementation of programs and policies for the effective administration of these areas and activities. These areas provide the receipting and processing of all State deposits; monitoring and maintaining all the State's bank accounts; the controlling and assignment of all State disbursements; Treasury accounting functions and statewide cash reconciliation; management and maintenance of Michigan's 529 prepaid tuition savings program, student loan repayments, and the MiABLE disability savings program.</p> <p>This position is also part of the executive senior management team responsible for planning and implementing Treasury's strategic objectives and initiatives.</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: 45

Provide leadership, direction, and supervision to the Bureau and Office administrators and staff regarding administrative functions, such as budgetary and personnel matters, and any other decisions necessary to effectively meet the Offices' goals and responsibilities.

Individual tasks related to the duty:

- Review progress and activity reports; monitor the established standards through effective management of staff.
- Assess effectiveness of operations.
- Determine need for improvement.
- Advise staff in the resolution of sensitive, complex, or precedent-setting situations.
- Direct the activities of staff in the implementation of the Office goals, responsibilities, and policies in alignment with Treasury's strategic objectives and initiatives.
- Consult with and obtain advice from the Attorney General's Office on issues as needed.
- Oversee the development of requests for proposal for outsourced projects.
- Review accounts, approve/deny enforcement actions.
- Direct and attend meetings as necessary.
- Ensure adherence to Department policies, procedures, and guidelines.

Duty 2

General Summary:

Percentage: 20

Organize and administer the operations of the Bureau of Accounting and Financial Services and the Office of Postsecondary Financial Planning. Develop and implement program objectives and determine operation policies for these areas. Establish long-range goals for the functions and determine methods for carrying out the overall policies. Analyze the impact of legislative changes at the State and Federal level. Ensure effective and adequate internal controls are established for all areas of responsibility.

Individual tasks related to the duty:

- Provide oversight and direction in the completion of office goals and objectives, development of business plans, major initiatives and review/development of program metrics, in alignment with Treasury's strategic objectives and initiatives.
- Develop performance objectives for employees, in alignment with Office goals and Treasury's strategic initiatives and objectives. Discuss job performance and expectations, with each employee on an ongoing basis. Keep employees engaged in all aspects of their job. Discussions include job performance, employee's career path, and continuing education, training and professional development. Complete written review at end of performance evaluation period.
- Continually participate in employee engagement, recruitment and succession planning activities. Mentor and cross train staff, as appropriate.
- Advise the State Treasurer of program accomplishments and concerns, and provide recommendations on those issues that require higher approval.
- Give depositions and testimony in litigation as needed.
- Attend and testify at legislative hearings as needed.
- Work closely with internal/external stakeholders, such as other tax areas, the Governor's Office, Office of Attorney General, other State agencies, and the Internal Revenue Service.
- Oversee the development of projects, special studies, and other programs.
- Analyze the impacts of proposed legislation and ensure policies, procedures, and systems are revised to comply with new or revised legislation.
- Direct and attend meetings as necessary.

Duty 3

General Summary:

Percentage: 20

Part of the executive senior management team responsible for planning and implementing Treasury's strategic objectives and initiatives.

Individual tasks related to the duty:

- Actively participate in the development and implementation Treasury's overall goals and objectives, strategic planning, major initiatives, operational excellence activities and the development of program metrics. This includes Treasury Best Operated Projects and Priorities and Treasury Employee Engagement Projects pertaining to employee development, leadership, and recruitment, internal and external, communication.
- Develop and implement and operating and administrative policies for the Department.
- Direct and attend meetings as necessary.
- Work closely with internal / external stakeholders, such as the Governor's Office, the Office of Attorney General, Department of Technology, Management and Budget, other state agencies, the Internal Revenue Service the Auditor General and internal auditors.
- Advise the State Treasurer of program accomplishments and concerns.
- Oversee the development of projects, special studies and programs requested.

Duty 4

General Summary:

Percentage: 15

Perform other financial and administrative assignments for the Department and other duties and special projects as assigned.

Individual tasks related to the duty:

- Oversight of audit liaison relationship with the Office of Auditor General, DTMB Office of Internal Audit Service, the Internal Revenue Service regarding audits and reviews. Coordinating subsequent follow-up responses by the department area(s) impacted.
- Department internal control evaluation coordinator for conducting department-wide biannual review of internal controls.
- Chief Financial (CFO) for the Department. Attend agency CFO Council meetings.
- Chief Administrative Officer (CAO) for the Department.
- SIGMA Governing Board member designee for the new state-wide accounting system implementation.
- Attend State Administrative Board meetings as State Treasurer designee. Chair Finance and Claims and Building committees.
- Make presentations, attend / chair other board meetings as assigned (e.g. Michigan Finance Authority, Michigan Education Trust board meetings etc.).
- Complete other duties and special projects as assigned.

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

Decisions on the operations of the functions that report to this position. Decisions necessary to achieve the goals and objectives of the offices and overall, in Treasury. All employees and programs could be affected by decisions relating to personnel and budgeting matters. All of Treasury and some external interests could be impacted by decisions regarding strategic objectives and initiatives.

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

Decisions on policy matters and program revisions with department wide or external impact. Decisions that may be controversial or that have a major impact. Initiating legislative changes.

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.

Travel, overnight stays, and/or extended work hours may be required. Travel between Austin Building in downtown Lansing and Operations Center in Dimondale frequent. Time restrictions and other factors may result in stressful situations.

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.

NAME	CLASS TITLE	NAME	CLASS TITLE
WADE-LOTT, ROBIN R	STATE BUREAU ADMINISTRATOR 18	NICHOLS, SUSAN R	STATE BUREAU ADMINISTRATOR 18
COUSINEAU, SARA J	SENIOR EXEC MGT ASST-3 13	GAJDA, TIM	SENIOR EXECUTIVE ASST DPTY DIR 15

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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

This position serves as the Deputy Director with oversight of the Bureau of Financial and Accounting Services and Office of Postsecondary Financial Planning. This position directs all functions of these areas. The activities identified in section 18 are also essential.

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

This position description was updated to reflect Treasury-wide reorganizations over the last 8 years, reducing the previously five offices of oversight into the Bureau of Financial and Accounting Services and the Office of Postsecondary Financial Planning. The educational requirements were also updated to require a background in accounting.

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

The Bureau of Financial and Accounting Services provides centralized banking and financial services, including the receipting and processing of all State deposits; monitoring and maintaining all the State's bank accounts; the controlling and assignment of all State disbursements; tax and state agency collection activities; Treasury accounting functions and statewide cash reconciliation. The Office of Postsecondary Financial Planning operates the States 529 college education savings plan, the student loan repayment program, and the MiABLE disability savings program.

This position provides executive level oversight for these areas, including providing direction, oversight, and long-range planning of activities in these areas, as well as active participation in overall planning and implementation for the department.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's or master's degree in accounting,

Master's degree or other professional designation preferred e.g., (CPA, CIA, etc.)

EXPERIENCE:

Two years of experience as a director of a division, office or bureau.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to motivate and provide leadership to others.
- Ability to present ideas effectively at a level of style, grammar, organization, and technical construction expected at a senior management level.
- Ability to act alone, to make independent judgments, and decisions, and to take initiative in influencing events.
- Ability to handle stressful interpersonal situations at all levels.
- Ability to communicate tactfully and effectively, both verbally and in writing.

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.

N/A

I certify that the entries on these pages are accurate and complete.

SONYA CARTER

2/25/2025

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