

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

<b>Position Code</b> 1. FINCALTEA19N
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## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> GAMING CONTROL
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Michigan Gaming Control Board
<b>4. Civil Service Position Code Description</b> FINANCIAL ANALYST-E	<b>10. Division</b> Licensing & Investigations
<b>5. Working Title (What the agency calls the position)</b> Financial Analyst 9-P11	<b>11. Section</b> Enterprise Licensing
<b>6. Name and Position Code Description of Direct Supervisor</b> SULLIVAN, JOHN L; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> ALAGNA, TINA; SENIOR POLICY EXECUTIVE	<b>13. Work Location (City and Address)/Hours of Work</b> 3040 W Grand Ave, Detroit, MI / Monday - Friday (8:00 - 5:00) Hours may vary

**14. General Summary of Function/Purpose of Position**

The position will function as a professional financial analyst providing systematic review, analysis, interpretation and/or evaluation of financial documents, including personal and business bank accounts, investment portfolios, net-worth statements, personal and business tax returns and other financial data to determine the financial probity or integrity of license applicants or licensees. The position serves as a financial resource to the investigative arm of MGCB providing on-site financial expertise as to all aspects of the investigative and licensing process as outlined in the Michigan Gaming Control & Revenue Act as amended, the Horse Racing Law of 1995, the Traxler-McCauley-Law-Bowman Bingo Act of 1972, the Lawful Internet Gaming Act, the Lawful Sports Betting Act, and the Fantasy Contest Consumer Protection Act and Administrative Rules. The position will participate, as necessary, in the financial reviews of applicants and licensees as conducted by MGCB.

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: 60**

Participate in the financial reviews of applicants and licensees as conducted by MGCB. Review and analyze financial data for applicants and licensees to assess their financial suitability and eligibility, and to determine compliance with State gaming regulations as outlined in the Michigan Gaming Control & Revenue Act as amended, the Horse Racing Law of 1995, the Traxler-McCauley-Law-Bowman Bingo Act of 1972, the Lawful Internet Gaming Act, the Lawful Sports Betting Act, and the Fantasy Contest Consumer Protection Act and Administrative Rules.

**Individual tasks related to the duty:**

- Function as a professional financial analyst providing systematic review, analysis, interpretation and/or evaluation of financial documents, including personal and business bank accounts, investment portfolios, net-worth statements, personal and business tax returns and other financial data to determine the financial probity or integrity of license applicants or licensees.
- Research, identify, compile and summarize data for financial analysis.
- Conduct statistical analysis of business and individual financial data, including financial statements to determine liquidity, financial leverage, debt service, earnings, earning potential and overall financial strength of the applicants and licensees of MGCB.
- Identify outstanding tax liabilities with the State of Michigan and Internal Revenue Service.
- The position serves as a financial resource to the investigative arm of MGCB providing on-site financial expertise as to all aspects of the investigative and licensing process.

**Duty 2**

**General Summary:**

**Percentage: 20**

Report preparation and file documentation during the initial applicant process as well as the annual license renewal process.

**Individual tasks related to the duty:**

- Document relevant findings.
- Prepare reports with recommendations of financial suitability and eligibility of applicants and/or licensees.

**Duty 3**

**General Summary:**

**Percentage: 10**

Serve as a source of financial analytical expertise in identifying the sources of capital funds acquired by applicants and licensees.

**Individual tasks related to the duty:**

- Analysis of sources of capital funds acquired by applicants and licensees, which includes tracing the flow of funds through various shell or offshore business entities and other investment vehicles designed to conceal the true source of funds.
- Participate in interviews of key officers for the applicants or licensees.
- Analyze the financial records of key officers to see if their reported sources of income are commensurate with their lifestyle.
- Identify and examine the sources of all capital funds available to applicants to ensure that funds are from legitimate sources and readily accessible to applicants.

**Duty 4**

**General Summary:**

**Percentage: 10**

Perform special projects and other duties as assigned.

**Individual tasks related to the duty:**

- Serve on Agency Committees

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

The specialized nature and complexity of the duties and responsibilities of this position will require independent decision making and the ability to interpret and apply policies, procedures and laws. Independent decision making relative to financial integrity of an applicant and the applicant's probity and ethics is also required.

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

Decisions where goals and/or objectives require establishing new or interpretation especially with policies, procedures, administrative rules or laws and decisions affecting MGCB budget or expenditures of funds, extremely sensitive, significant or have a direct impact on operations, jeopardy to the public trust of gambling within the state of Michigan or the mission of the MGCB.

**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.**

Standard office setting and physical exertion, with some bending, moderate lifting of less than 25 lbs and extensive computer use. Occasionally may be required to travel to Board Lansing/Detroit offices and in Detroit-based casinos, where employee may be exposed to high concentration of tobacco smoke and noise.

**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):**

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

The position is properly described.

**23. What are the essential functions of this position?**

The position functions as a professional financial analyst, reviewing, analyzing, interpreting and evaluating financial data. Position provides financial expertise to the investigative arm of MGCB and participates in financial reviews of applicants and licensees.

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

This position has changed in that it now includes duties and responsibilities associated with internet gaming/sports betting licensing and regulation specified in the Lawful Internet Gaming Act and Administrative Rules, the Lawful Sports Betting Act and Administrative Rules, and the Fantasy Contest Consumer Protection Act and Administrative Rules. Millionaire Party licensing and regulation specified in the Traxler-McCauley-Law-Bowman Bingo Act of 1972 and Administrative Rules.

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

The work area comprises all audit, financial investigation and evaluation duties and responsibilities of MGCB which licenses, regulates and enforces gaming in the State of Michigan. The position conducts financial analyses/audits of entities/individuals licensed under the provisions of the Michigan Gaming Control & Revenue Act as amended and Administrative Rules, the Horse Racing Law of 1995 and Administrative Rules, the Traxler-McCauley-Law-Bowman Bingo Act of 1972 and Administrative Rules, the Lawful Internet Gaming Act and Administrative Rules, the Lawful Sports Betting Act and Administrative Rules, and the Fantasy Contest Consumer Protection Act and Administrative Rules.

**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 with at least 24 semester (36 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 generally accepted professional accounting and auditing principles and practices.
- Knowledge of financial analysis.
- Knowledge of business law, corporate finance, banking, administrative operations.
- Ability to interpret regulatory laws, to obtain factual information and to analyze financial business conditions.
- Ability to plan and organize.
- Superior communication skills, both written and verbal.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

Professional certifications are not required for the Financial Analyst positions; however, relevant certifications and licenses include Certified Public Accountant, Certified Fraud Examiner, Certified Internal Auditor, Certified Information Systems Auditor, Certified Management Accountant, and Certified Financial Manager.

*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.

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

\_\_\_\_\_  
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