

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

Position Code

1. FINAMGR3A67N

## 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> TREASURY CENTRAL PAYROLL
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Bureau of Financial and Accounting Services
<b>4. Civil Service Position Code Description</b> FINANCIAL MANAGER-3	<b>10. Division</b> Financial Services Division
<b>5. Working Title (What the agency calls the position)</b> Financial Manager 14	<b>11. Section</b> Support Services
<b>6. Name and Position Code Description of Direct Supervisor</b> ALVORD, MELANIE A; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> RUTTMAN, JENNIFER L; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> Operations Center, 7285 Parsons Drive Dimondale MI / M-F 8:00am - 5:00pm

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

This position serves as the Manager of the Support Services Section within the Financial Services Division (FSD). Responsible for directing, planning, organizing and controlling the activities of the Section. Oversees and directs the daily activities; provides guidance; and ensures adherence with policies, procedures, standards and guidelines. Performs various duties including performance management, employee training and staff development. Works closely with the FSD management team to effectuate short and long-term goals and plans for the Division. Work in partnership with the other areas of the Division to manage the overall Division. Manages the monthly statewide reconciliation of cash, including deposits, journal vouchers, investments and payments (redemptions), and daily check reconciliation (redemption) programs for the State of Michigan. Monitors and reviews the reconciliations. Ensures processes and policies for adequate backup and retrieval of this critical data. Develops disaster recovery, purge criteria, and other business continuity processes. Manages the cash reconciliation vendor contract. Manages the third-party bank contract for data capture and lockbox processing. Assists contractor with resolving complex processing issues, improving processes and monitoring internal controls.

In performing these duties, the position is responsible for promoting and maintaining an environment conducive to continuous quality improvement and for encouraging ideas, input, and teamwork.

**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: 50**

Manages all activities associated with the statewide cash and check reconciliation processes. Formulates and recommends policies, section goals, and performs long range planning. Formulates alternative ways of processing the cash reconciliation, including enhancements to the automated reconciliation software. Analyzes the impact of federal and state legislation and bank regulations. Confers with other state agencies on matters relating to cash reconciliation.

**Individual tasks related to the duty:**

- Develop and maintain cash reconciliation activity and ensure proper accounting practices, policies, and procedures are followed.
- Analyzes, evaluates, determines, and coordinates the appropriate remedial action to resolve reconciling items.
- Oversees daily cash letter processing.
- Oversees the preparation of the overall statement of cash schedule for submission to Department of Technology, Management, and Budget, Office of Financial Management.
- Keeps Office Administrator advised of activities within the section or regarding relationships with other agencies or banks.
- Reviews and monitors progress and activity reports to determine if section goals and objectives are being met and takes remedial action with staff to reduce backlogs; formulates and recommends new goals and objectives, both long-range and short-range.
- Analyzes proposed legislation and revises rules, policies, and procedures to comply with new/revised legislation.
- Consults with State agencies to resolve complex cash reconciliation issues.
- Learns and evaluates new banking trends, technology or new accounting practices and develops proposals for implementation of relevant technologies.
- Oversight of the development and distribution of the bank balance report (TF09).
- Oversight of Year-end (Period 13) cash reconciliation processes.
- Ensures appropriate system and business process documentation maintained.

**Duty 2****General Summary:****Percentage: 20**

Supervises staff of the Support Services Section. Selects and assigns staff ensuring equal employment opportunity in hiring and promotions. Identifies staff development and training needs. Ensures that proper labor relations and conditions of employment are maintained. Conducts staff meetings to discuss operating problems, organization, personnel matters, technical problems and the status of programs and projects.

**Individual tasks related to the duty:**

- Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.
- Establishes and monitors work standards, and ensures they are being met by all staff.
- Assigns, coordinates, and monitors the Section's activities, including setting priorities and goals.
- Develops performance objectives and ensures performance evaluations, including counseling or disciplinary actions, are completed in a timely manner.
- Performs routine managerial and supervisory functions, including approval of leave, coordination of vacations, and scheduling of overtime.
- Maintains two-way communication with staff through regular staff meetings and other methods
- Assesses the need for training and ascertains that staff is adequately trained and coached as necessary.

**Duty 3****General Summary:****Percentage: 20**

Manages the third-party bank contract for data capture and lockbox processing. Assists contractor with resolving complex processing issues, improving processes and monitoring internal controls.

**Individual tasks related to the duty:**

- Confers with third-party bank contractor to identify and resolve complex processing issues and improve processes.
- Analyzes and makes recommendations on lockbox processing trends for improvements.
- Promotes lockbox processing to Treasury divisions and State agencies.
- Prepares reports for internal and external parties.
- Reviews, approves, and ensures compliance with written policies and procedures for use by third-party bank contractor for lockbox processing.
- Ensures lockbox internal controls are sufficient and effective for third-party bank contractor.
- Conducts and attends meetings as necessary.
- Communicates effectively both verbally and in writing, with Department staff, financial institutions, contractors, other departments, agencies and their representatives.

**Duty 4****General Summary:****Percentage: 10**

Participates as a member of the Financial Services Division (FSD) management team. Supports Treasury and FSD overall goals, strategic planning and Operational Excellence activities. Performs other duties as assigned.

**Individual tasks related to the duty:**

- Assists in Operational Excellence activities that impact OFS and Treasury.
- Consults with the management team as necessary
- Conducts special studies and projects as assigned.
- Makes recommendations regarding administrative changes and systems changes.
- Attends and actively participates in meetings as necessary.
- Assists in the development and implementation of new approaches.
- Works with the management team to determine if short and long-term goals and objectives are being met.
- Functions as backup manager to other Office of Financial Services supervisors and managers as necessary.
- Performs 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.**

Makes decision regarding the cash reconciliation of the State's books to the bank statements, impacting agencies records and the State's financial statements. Review of software version release upgrades for the cash reconciliation product (Frontier). Impact to financial institutions is possible. Determine impact of enhancements to the software for reconciliation and analysis purposes.

Makes decisions on who to contact in Treasury, State agencies and financial institutions to resolve issues of concern.

Makes decisions regarding day-to-day work priorities and delegation of work to achieve overall goals and objectives.

Makes decisions regarding day-to-day production issues that have a less significant impact on Treasury and agencies.

Makes decisions regarding day-to-day lockbox services provided by third-party contractors.

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

Decisions that may have a significant accounting, policy, budget or security impact.

Decisions that affect Service Level Agreement (SLA) or contractual relationships.

Decisions that affect contractual relationships (e.g., automated software implementation).

Decisions that have a significant impact on the budget, including equipment and staffing; includes changes in processing, new legislation and amendments, potential outsourcing opportunities.

Decisions or events that have a negative impact on the ability to complete cash reconciliation timely.

Issues relating to the State's revenue and lockbox processes that may cause a delay in depositing or other material process irregularity.

**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.**

Work performed in a typical office environment. No unusual physical effort or environmental conditions. Position resolves complex issues and may have to meet urgent deadlines. Extended work hours may be required, especially during fiscal year-end close. Occasional travel may be required.

**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.**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
CROZE, VERNA I	ACCOUNTING TECHNICIAN-E 7	FERGUSON, ZACHERY T	DEPARTMENTAL ANALYST-E 10
JOLLY, RACHEL	DEPARTMENTAL ANALYST-A 12	KIFFER-SHIER, KELLY M	FINANCIAL ALT DEPT TR-E 9
SCHLISKA, THERESA E	ACCOUNTING TECHNICIAN-E E9		ACCOUNTING TECHNICIAN-E
	DEPARTMENTAL ANALYST-E	WILLIAMS, SAMARHIA R	FINANCIAL ANALYST-E P11

**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. |

Y Approve leave requests.

Y Review work.

Y Approve time and attendance.

Y Provide guidance on work methods.

Y Orally reprimand.

Y 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 Financial Manager of the Support Services Section within the Office of Financial Services. Direct, plan, organize and control the activities of the Section. Oversee and direct the daily activities; provide guidance; and ensure adherence with policies, procedures, standards and guidelines. Work in partnership with the other areas of the Office to manage the overall Office of Financial Services.

The essential duties include all of the duties in sections 15. Includes all requirements listed in Section 18 of the position description. All of 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.**

N/A

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

The Financial Services Division (FSD) 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 Division administers the tasks necessary for executing Treasury's responsibility as the central agency responsible for Statewide receipting and disbursements. This position serves as the manager of the Support Services Section within FSD. This individual is responsible for directing, planning, organizing and controlling the activities of the Support Services Section. Oversees and directs the daily activities; provides guidance; and ensures adherence with policies, procedures, standards and guidelines.

**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 12 semester (18 term) credits in one or a combination of the following: accounting, finance, or economics.

**EXPERIENCE:**

Four 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 two years equivalent to a Financial Analyst P11, Accountant P11, or Auditor P11 or one year equivalent to a Financial Analyst 12, Financial Manager 12, Accountant 12, Accountant Manager 12, Auditor 12, or Auditor Manager 12.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Thorough knowledge of department programs, policies, and procedures; and generally accepted accounting and auditing principles.
- Knowledge of fiscal and program planning and budgeting.
- Knowledge of internal controls, accounting theories, principles, methods, practices and terminology.
- Knowledge of employee policies and procedures.
- Knowledge of equal employment opportunity policies and procedures.
- Knowledge of labor relations.
- Ability to instruct, direct, empower, develop, coach and evaluate employees.
- Ability to solve difficult and complex accounting, banking, and related financial problems.
- Ability to supervise technical fiscal work involving reviews and evaluation, program development, and program planning and implementation.
- Ability to analyze, appraise and interpret facts and precedents in making decisions.
- Ability to analyze and recommend improvements in lockbox systems.
- Ability to communicate effectively through both verbal and written communication.
- Ability to maintain favorable public relations and work with others, in a team environment, to achieve goals.
- Ability to use Microsoft Office software.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

This position has a FTINPRINT sub-class code. The sub-class code indicates 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.

***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