

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 EDUCATION
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Financial Analyst-E	10. Division Educator Excellence, Career Technical Education, Special Education, and Administrative Law
5. Working Title (What the agency calls the position) Financial Analyst	11. Section Office of Special Education (OSE)
6. Name and Position Code Description of Direct Supervisor NORTHERN, NICHOLE M; FINANCIAL MANAGER-3	12. Unit Program Finance
7. Name and Position Code Description of Second Level Supervisor MCLAUGHLIN, SEAN E; FINANCIAL MANAGER-4	13. Work Location (City and Address)/Hours of Work John Hannah Building, 608 W. Allegan, Lansing / 8:00am–5:00pm M-F, hybrid and remote work schedule

14. General Summary of Function/Purpose of Position

The financial analyst in this position performs a variety of professional financial analyst assignments for state and federal special education programs. This position provides financial assistance on State Aid cost reimbursement and Federal Special Education Formula Grants for Students with Disabilities to ensure compliance with policies and procedures. This position provides financial assistance to school districts by analyzing grant budgets, budget amendments, expenditures and final reports required by state and federal programs.

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: 70

This position provides financial assistance on State Aid cost reimbursement and Federal Special Education Formula Grants for Students with Disabilities to ensure compliance with policies and procedures.

Individual tasks related to the duty:

- Maintain special education financial and accounting policies, procedures, and processes.
- Interpret federal and state regulations to ensure cost reporting, reimbursement of activity, and costs are eligible for financial reimbursement.
- Review grants to ensure Individuals with Disabilities Education Act (IDEA) expenditures meet legal requirements.
- Review and analyze grant budget amendments.
- Review and analyze interim financial expenditure reports for conformance to program direction.
- Review state aid cost reports to ensure costs are reimbursed following state requirements.
- Assist with Special Education Pupil Accounting activities.
- Analyze cost data and projections and prepare reports and correspondence relative to findings and respond as appropriate.
- Answer inquiries from school districts regarding special education formula grants.
- Review and analyze data in the Next Generation Grant, Application and Cash Management System (NexSys) to ensure files are complete and school districts are compliant.
- Identify budget and program issues and discuss suggestions with supervisor.

Duty 2

General Summary:

Percentage: 20

Work in coordination with department staff and the Special Education Finance Team to develop and improve systems to ensure Federal and State General Supervision requirements are met.

Individual tasks related to the duty:

- Assist with developing systems for federal and state fiscal accountability and oversight.
- Assist with designing methods to review error reports, cost projection reports, and data reports.
- Assist with presentations to intermediate school districts, local education agencies, and professional organizations.
- Review budget requests for conformance to program direction.
- Summarize financial data for system improvements and special projects.
- Support general state and federal areas of Program Finance.

Duty 3

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Support general state and federal areas of program finance.
- Work on special projects as needed.
- Serve as office liaison on committees and teams.

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

Decisions regarding the use of funds, appropriateness of expenditures, budget revisions, and related activities following established policies and procedures and state and federal laws.

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

Decisions that transcend organization lines of authority.
Decisions that would affect policy or require Supervisor or Director approval.
When policies and guidelines are unavailable or unclear.
Politically sensitive or involve legislature.

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.

Typical office setting. Extensive computer use. Some travel for presentations and local program accountability 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.

Additional Subordinates

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

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	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?

The financial analyst in this position performs a variety of professional financial analyst assignments for state and federal special education programs. This position provides financial assistance on State Aid cost reimbursement and Federal Special Education Formula Grants for Students with Disabilities to ensure compliance with policies and procedures. This position provides financial assistance to school districts by analyzing grant budgets, budget amendments, expenditures and final reports required by state and federal programs.

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

Downgrading position for training purposes.

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

The Office of Special Education (OSE) is a federally funded and state operated program with four units that assure a free and appropriate public education for students with disabilities as federally mandated. This position supports the delivery of special education services through the direction of the OSE Finance Program processes.

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:

Financial Analyst 12

Three 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 P11, Accountant P11, or Auditor P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of principles of economics and public finance.
Thorough knowledge of program planning and budgeting.
Ability to quickly assimilate a variety of oral and written data to analyze facts and draw logical conclusions.
Ability to collect and interpret information, apply criteria, and make recommendations.
Ability to maintain records and prepare reports and correspondence related to the work.
Ability to communicate effectively with others and work in a team setting.
Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

NA.

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.

NA.

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