

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

Position Code 1. FINSPL2D13N
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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.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Office of Aeronautics
4. Civil Service Position Code Description FINANCIAL SPECIALIST-2	10. Division
5. Working Title (What the agency calls the position) Financial Specialist	11. Section Airport Planning and Development
6. Name and Position Code Description of Direct Supervisor WISE, LAURA; DEPARTMENTAL MANAGER-3	12. Unit Finance and Operations
7. Name and Position Code Description of Second Level Supervisor WISE, LAURA; AVIATION MANAGER-4	13. Work Location (City and Address)/Hours of Work 2700 Port Lansing Road, Lansing, MI / 7:30 - 4:30 M-F

14. General Summary of Function/Purpose of Position

This position functions as a professional specialist for the operational budget and financial operations of the Office of Aeronautics with the Michigan Department of Transportation (MDOT) as well as the State Block Grant (SBG) Program and Primary Airport Grant Program. Responsible for highly complex assignments that have a significant impact on the Department requiring expertise in Federal Aviation Administration (FAA) and State grant reporting, coding and policy recommendations. These assignments are considered highly complex due to the unique requirements within the Office of Aeronautics as MDOT systems are not traditionally set up for aviation financials and require an in-depth understanding of policies, procedures, and financial systems including how they relate to the implementation of Federal and State statutes to develop and recommend Department priorities and policies. This position is required to perform several manual calculations by compiling data from multiple sources/systems to determine the outcomes of the financials within the office.

Responsibilities include the development, administration, and monitoring of the capital and operating budgets. Performing financial research and reporting, expenditure and revenue analysis, procurement and payment for the administration, aircraft, and office/hangar facilities, state owned airports, and FAA channeling funds. Provide expert advice, development and analysis of program coding and cost of doing business. Duties also include coordination of rental and lease agreements for Aeronautics facilities, and administration of the Airport Loan Program.

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: 40

Serve as the budget specialist on all matters related to the Aeronautics budget. Responsible for budget development, preparation and monitoring, revenue analysis, providing expenditure analysis, day to day administration and making recommendations to Aeronautics Leadership and MDOT management. This includes reviewing budgetary operations to identify anomalies to be in accordance with the State Budget Office (SBO) regulations. analyzing costs (budgeted, actual, and trend analysis), and making recommendations for anomaly resolution.

Individual tasks related to the duty:

- Review Federal and State and Local budget requests for program conformance to Federal and State programs and recommend appropriate funding resources to Management according to MDOT policy.
- Develop and recommend line-item budget requests to Leadership in collaboration with the Bureau of Finance and Administration (BFA) and the SBO policy, by summarizing data, setting forth current long term financial trends and measurable economic influence such as expenditures, revenue forecasting, and federal and state requirements.
- Analyze the financial impact for each Aeronautics program area, determining program needs, available resources, program goals to develop the annual operating budgets. Make recommendations for adjustments to Aeronautics Leadership and section managers on \$7M budget to stay within BFA's requirements. This includes identifying anomalies, researching possible solutions to rectify the anomalies, consulting with various staff throughout the department to find the best solution, determining the best course of action and proposing to management/leadership.
- Review and approve operational and Grant payments on behalf of Aeronautics.
- Review, interpret, and evaluate actual performance against Office projections and prepare variance analyses comparing actual expenditures to budgeted amounts. Present findings and recommendations to Aeronautics management team in accordance with the annual established budget.
- Track and monitor State Aeronautics Fund revenues from Treasury and compare to forecasts and determine feasibility of program activities in light of aviation revenue collections. Make recommendations based on office policies and strategic plan.
- Prepare requests for legislative appropriation transfers and supplemental appropriations to ensure conformance to Federal and State programs, as requested.
- Administer quarterly office-wide staff meetings to present budget activity reports and related financial issues.
- Research aviation industry data, Treasury data and financial trends regarding revenue collections to accurately forecast and estimate future aviation revenue collections.
- Formulate estimates of future Federal, State and Local spending to provide for 5 Year Transportation Program goals and report to Leadership possible gains or shortfalls.
- Conduct cross analysis of Business Management Report (BMR) reports and make recommended adjustments to management and Leadership on quarterly and annual spending.
- Liaison with pertinent facilities, financial, and budgetary personnel both internal and external to the department.

Duty 2

General Summary:

Percentage: 30

Serve as the financial specialist by supporting the development and administration of MDOT Aeronautics grant programs (State Block Grant (SBG) Program and Primary Airport Grant Program) including financial management of all FAA funding channeled through the state of Michigan.

Individual tasks related to the duty:

- Formulate procedures, policies and guidelines for each program by determining appropriate payment methods by analyzing the legislation, FAA executed grants, associated contract language, and coordinating with MDOT BFA. Establish programs in MDOT financial system (SIGMA) and create appropriate encumbering documents in coordination with BFA, ASD, SIGMA Helpdesk, FOD and other groups as appropriate.
- Analyze payment/credit requests for compliance with Federal and State policies and guidelines. Using SIGMA expertise, create appropriate, detailed payments documents in SIGMA. Process disbursements of federal and state funds.
- Research and respond to unique and comprehensive audit requests from the United States Department of Transportation (USDOT) Office of Inspector General, FAA, Office of the Auditor General, or others. Analyze and prepare financial closeout documentation including completing financial closeout of SBG Programs to ensure all funding is expended and adheres to MDOT and FAA requirements. Analyze the SBGP for financial accuracy and grant compliance. Prepare closeout documentation and submit closeout package to FAA.

- Identify unspent funds in SBGP and make recommendations to Project Management Unit for use or transfer of entitlement allocations to ensure State of Michigan Aeronautics does not forfeit Federal funding.
- Maintain project records and oversee appropriate annual Federal, State, and Local financial auditing.
- Implement approved SBO, FOD processes, establish coding and instruct others on processes to be used for tracking and closeout.
- Review procurement requests and make recommendations to Finance and Operations manager of appropriate processes used in accordance with State purchasing policies.
- Financial representative at State Owned Airport Meetings.
- Review and approve operational and Grant payments on behalf of Aeronautics and determine appropriate coding combinations, cost percentages for Federal, State, and Local participation according to grant agreements and Michigan Aeronautics Commission funding transfers.

Duty 3

General Summary:

Percentage: 25

Serve as the financial specialist and point of contact for all matters related to the Aeronautics budget, financial reporting, procurement, receivables, and accounts payable, coding, and cost of doing business and provide recommendations to management and leadership.

Individual tasks related to the duty:

- Review new programs (i.e., air service program revitalization, new state/local money, one-time appropriations, etc.) and provide recommendations to section manager on financial processes, tracking and closeout in accordance with SBO, MDOT Financial Operations Division (FOD), Accounting Services Division (ASD) policy and other relevant work areas.
- Coordinate and approve procurement of and payment for goods and services for office, fleet, and facility operations. Coordinate procurement card activity. Develop contracts for services and other non-standard agreements.
- Serve as Office of Aeronautics liaison for the Statewide Integrated Governmental Management Application (SIGMA). Coordinate training and technical assistance for office staff in these programs and in program coding.
- Compose queries to extract financial transaction detail and develop reports for program and budget analysis, identify trends in spending fluctuation and make budget modification recommendations to Leadership.
- Conduct systematic reviews to operational charges in accordance with procurement and payment policy and take action to resolve any coding or overhead charges. Review, evaluate, and implement enhancements to address coding issues and overhead charges.
- Perform research and cost/benefit analyses for the Office of Aeronautics to determine the cost of doing business and identify potential efficiencies.
- Provide leadership and direction to other analysts to ensure project alignment for purchasing, coding, budget, and expenditure tracking.
- Prepare and analyze reports for reimbursement of activity costs eligible for federal financial reimbursement and make recommendations to Management and ASD to maintain FAA grant requirements.
- Coordinate cash handling processes and internal controls.
- Facilitate and coordinate year-end closing, developing procedures to adhere to State and Federal requirements and report to management, Leadership, and ASD Administrator.

Duty 4

General Summary:

Percentage: 5

Serve as the Airport Loan Program Coordinator and provide lease and financial oversight for Aeronautics facilities.

Individual tasks related to the duty:

- Research financial periodicals, securities manuals, stock and bond reports, and other investment materials specific to aviation to obtain accounting information, economic trends, and other financial data in order to negotiate and maintain rent and lease agreements for the Aeronautics Building and the adjacent hangar and office building.
- Oversee State Owned Airport appropriation and requests transfers to MDOT Finance for SBO action.
- Develop and implement financial templates in coordination with FOD for improved efficiency and accuracy.
- Consult with department real estate staff and conduct studies to determine facility operating requirements and evaluate the efficacy of existing leases.
- Analyze, track, monitor, and report on all facilities related budgets, expenditures, and processes. Prepare evaluations and recommendations for development of lease rates and modifications of policies to seek mutually beneficial outcomes.
- Analyze, track, monitor, and report on State owned airports' budgets, expenditures, and processes. Prepare evaluations and recommendations for modifications of policies and contracts to seek mutually beneficial outcomes.

- Administer the Airport Loan Program authorized by Act No. 107 of the Public Acts of 1969, as amended, and Executive Reorganization Order No. 1973-1, as amended. Interpret the implementation of the act as it applies to eligible airports around the state.
- Assist local communities with their loan requests. Serve as liaison with Treasury, local airports, and municipalities in the loan request process. Determine local eligibility and interpret regulations relating to project qualification to ensure compliance with policies and procedures. Maintain courteous and sensitive interaction with local officials and communities.
- Issue and monitor the loans and maintain program data necessary to meet legislative reporting requirements under Section 4 of PA 107 of 1969.
- 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.

Independent decisions are made daily. Policies, procedures, rules and regulations are interpreted as they apply to unique situations, for instance, allocation of funds to grants, local eligibility for airport loans, resource allocation when developing budgets, building maintenance priorities, procurement troubleshooting, SIGMA document approvals, etc. The decisions that are affected by this position are the airports and the Office of Aeronautics as the decisions made impact funding/grants. The significant impact is due to the Office of Aeronautics budget being small and if this position misses something minor, it can have big impacts to budget, may not have funding next year, etc.

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

Legal or legislative matters; process changes that significantly impact procedures; and funding decisions.

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.

This is a standard office environment with extensive computer use. Occasional travel on state aircraft and/or in state vehicle for participation in events, meetings, and/or conferences. May use commercial modes of transportation for travel. Position may require availability outside normal working hours based on operational needs.

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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ 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?

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

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

This position serves in a collaborative work unit crossing function boundaries to ensure appropriate financial oversight which is critical to the Office overall.

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 Specialist 13 - 15

Four years of professional experience 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, Accountant 12, or Auditor 12.

Alternate Education and Experience

Financial Specialist 13 - 15

Possession of a Certificate in Public Accounting (CPA) may be substituted for one year of Financial Analyst P11 experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Program planning and budgeting.
- Financial data sources including periodicals, manuals, and reports.
- Financial management principles and practices.
- The principles and practices of financial analysis including the computation of liquidity, operating and price-earnings ratios commonly used in financial analysis.

Ability to:

- Quickly assimilate a variety of oral and written data to analyze facts and draw logical conclusions.
- Collect and interpret information, apply criteria, and make recommendations.
- Communicate effectively with others.

**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.

LOGAN BRISTOL

7/24/2026

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