

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

Position Code

1. FINSPL2

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 BUREAU OF STATE LOTTERY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Michigan State Lottery
4. Civil Service Position Code Description Financial Specialist-2	10. Division Administration
5. Working Title (What the agency calls the position) Financial Specialist	11. Section Financial Gaming Services
6. Name and Position Code Description of Direct Supervisor TIEMANN, NATALIA M; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor THOMPSON, KRISTI; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 101 E Hillsdale St. Lansing, MI 48933 / M - F; 7:45 am - 4:45 pm

14. General Summary of Function/Purpose of Position

This position leads the maintenance, review, analysis, and reconciliation of up to \$50 million advertising fund expenditures for traditional and digital gaming platforms. The position audits, analyzes and provides Procurement Budget level approval of all procurement documents in state-wide accounting system (SIGMA) ensuring proper classification and line allocation. Position assists with approval and release of financial journal entries in state-wide accounting system (SIGMA), as well as vendor invoice and inter-agency payment documents. This position serves as a financial data coordinator for various FOIA and interagency financial data requests.

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: 55

Lead the review, analysis and reconciliation of up to \$50 million advertising fund for traditional and digital gaming platforms and analyze the financial impact on the Michigan State Lottery.

Individual tasks related to the duty:

- Develop Financial Gaming Services program goals and plans to implement, oversee and maintain Lottery advertising fund of up to \$50 million annually.
- Review budget requests for conformance to program direction and recommends appropriate resource allocations.
- Work with Lottery budget officer to summarize data, setting forth current and long-term financial trends and measurable economic influences pertinent to the status of programs.
- Research financial periodicals and other industry related material to obtain accounting information, economic trends, and other financial data.
- Assist Lottery budget officer with preparation of requests for legislative appropriation transfers and supplemental appropriations.
- Evaluate legislative bills for their program and fiscal implications and recommend disposition.
- Maintain and reconcile internal Lottery advertising database for traditional and digital platforms on a monthly basis, including upload of approved advertising job estimates and received vendor invoices, creating new and closing completed jobs, reconciling expenditures, establishing encumbrances, and generating reports.
- Analyze and review vendor invoices for various marketing programs to ensure accuracy, completeness and compliance with current contract and approved estimates
- Serve as a technical advisor to ensure accurate general ledger expenditure account coding in alignment with appropriate marketing program.
- Communicate all new planned expenditures to accounting staff to establish reporting requirements.
- Reconcile/audit prepaid media spend monthly to ensure vendor accuracy and compliance with current contract; communicate any discrepancies or issues to advertising vendor and determine appropriate resolution.
- Coordinate and obtain advertising invoice payment approvals with other units
- Monitor and reconcile pass-through vendor commissions on ongoing basis to ensure vendor compliance with current contract.
- Provide ad-hoc and monthly/quarterly/yearly advertising programs expenditure reporting and analysis to leadership and marketing to track spend, performance, and ROI across marketing programs.
- Provide monthly and annual spending reports to administration division for budget and data analysis.
- Determine monthly and year-end accrual amounts to be set up in state-wide and internal accounting systems by accounting staff.
- Serve as a liaison between Lottery and advertising vendors communicating any billing issues and facilitating resolutions.
- Maintain and establish effective advertising spend procedures, establish data-driven processes that align with Marketing and Finance business goals.

Duty 2

General Summary:

Percentage: 30

Audit and analyze procurement documents and accounting transactions in state-wide accounting system (SIGMA).

Individual tasks related to the duty:

- Oversee the review and approval of procurement documents in SIMGA as a Procurement Budget level approver ensuring compliance with state and agency policies and procedures, adherence to accounting guidelines, accurate accounting coding and funds allocation.
- Analyze and ensure Lottery accounting transactions are recorded properly and accurately in SIGMA on a daily basis.
- Review and analyze accounts payable input documents prepared for payment by the Accounts Payable Technician in SIGMA to ensure payments are valid, proper, timely, accurate and are in compliance with bureau and state policies; analyze for completeness, reasonableness, accuracy, and sufficient backup documentation and approvals.
- Oversee the review and approval of monthly payable journal entries in internal accounting system completed by accounting staff ensuring completeness and accuracy.
- Oversee year end payments and accruals/encumbrances ensuring completeness and accuracy.
- Review and approve weekly traditional gaming vendor invoice reconciliation completed by accounting technician ensuring accuracy and compliance with current gaming vendor contract.

Duty 3

General Summary:

Percentage: 10

Serve as a financial data coordinator ensuring timely standard data responses in compliance with FOIA maintaining proactive data reporting framework.

Individual tasks related to the duty:

- Oversee financial FOIA requests serving as a liaison between Financial Gaming Services and Legal and Compliance divisions coordinating gathering of data and information in a timely manner.
- Compile data and appropriate documentation for Lottery FOIA coordinator on a monthly or as needed basis.
- Maintain ongoing monthly FOIA request data folders to ensure documentation is provided in a timely manner.
- Serve as liaison with other Lottery departments for financial data requests.
- Research and analyze financial lottery retailer data on ongoing basis with focus on best practices for credit limits, inventory management, and settlement terms.
- Serve as Liaison between Lottery IT staff and DHHS and Treasury on issues with monthly winner and retailer sales and commissions interface files facilitating communication and resolution by requesting new file and/or validating data before release.

Duty 4**General Summary:****Percentage: 5**

Perform other duties and special projects to contribute to the overall operation of the Michigan State Lottery.

Individual tasks related to the duty:

- Complete backup duties for daily SIGMA interface logs review.
- Complete back up duties for approval of monthly annuity payment processing.
- Complete back up duties for printed product game closure reconciliations.
- Research, compile and prepare adhoc reports for Commissioner and Deputy Commissioner use including sensitive and complex data used for high level decisions.

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

Decisions in the review, analysis, and reconciliation of advertising fund expenditures for traditional and digital gaming platforms. Decisions in the audit and approval of procurement processes. Decisions related to FOIA and interagency financial data requests.

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

Issues that are extremely sensitive or which require compliance considerations. Decisions where goals and/or objectives require interpretation. Issues that arise which are unusual and complex and require further review and direction.

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 standard office setting. No special physical effort, however, significant time is spent utilizing a computer and telephone.

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. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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 in the preceding pages.

23. What are the essential functions of this position?

This position leads the maintenance, review, analysis, and reconciliation of up to \$50 million advertising fund expenditures for traditional and digital gaming platforms. The position audits, analyzes and provides Procurement Budget level approval of all procurement documents in state-wide accounting system (SIGMA) ensuring proper classification and line allocation. Position assists with approval and release of financial journal entries in state-wide accounting system (SIGMA), as well as vendor invoice and inter-agency payment documents. This position serves as a financial data coordinator for various FOIA and interagency financial data requests.

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

Position establishment.

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

The Financial Gaming Services Unit is responsible for all accounting and financial functions for the Michigan Lottery; preparation of monthly fully accrued financial reporting to the Legislature; liaison with DTMB, Office of Financial Management, implementation of SIGMA; coordination of semi-annual independent CPA audits; financial liaison with over 10,000 licensed retailers, adherence to IRS reporting and depositing regulation; other standard accounting functions such as payables, receivables and cash receipting.

This position leads the maintenance, review, analysis, and reconciliation of up to \$50 million advertising fund expenditures for traditional and digital gaming platforms. The position audits, analyzes and provides Procurement Budget level approval of all procurement documents in state-wide accounting system (SIGMA) ensuring proper classification and line allocation. Position assists with approval and release of financial journal entries in state-wide accounting system (SIGMA), as well as vendor invoice and inter-agency payment documents. This position serves as a financial data coordinator for various FOIA and interagency financial data requests.

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 methods of planning, developing and administering programs.
- In-depth knowledge of advertising programs and procedures and internal advertising database as it relates to complex accounting structures.
- Knowledge of the operational and technical problems involved in the administration of a specialized program.
- Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.
- Ability to plan, coordinate and expedite work projects.
- Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.
- Ability to communicate with other 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.

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