

<b>Position Code</b> 1.
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**State of Michigan**  
**Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909  
**POSITION DESCRIPTION**

This position description serves as the official classification document of record for this position. Please complete this form 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>
	Agriculture and Rural Development
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
	Executive Office
<b>4. Civil Service Position Code Description</b>	<b>10. Division</b>
Financial Analyst 12	Finance and Office Services
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
Financial Analyst	
<b>6. Name and Position Code Description of Direct Supervisor</b>	<b>12. Unit</b>
Sylvia Renteria State Office Administrator 17	
<b>7. Name and Position Code Description of Second Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b>
Kenneth McFarlane Chief Deputy Director	Constitution Hall 525 West Allegan Street, Lansing, MI M-F 8:00 a.m. to 5:00 p.m.
<b>14. General Summary of Function/Purpose of Position</b>	
<p>This position serves as the recognized resource for the federal grants financial management associated with various federal programs, assisting in the maintenance of the SIGMA based grant accounting structures, performing financial reporting activities, assist in year-end closing activities, financial analysis of and reporting on the department's federal funds. This position will be the sole reference point for department divisions regarding all facets of federal grants. This position will also assist in summarizing financial data, developing department financial reports, and assisting with the coordination of the department's financial reporting activities and year-end closing process.</p>	

**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 of Duty 1**                      **% of Time 70**

Prepare special analysis of financial data, research grant compliance requirements; and assist in the annual financial close of the department's accounts. Reviews and analyzes the formal expenditure records which detail costs charged to the various federal grant programs.

**Individual tasks related to the duty.**

- Researches laws, rules, and regulations associated with the administration of grant programs.
- Serve as agency liaison with federal agency representatives for communication regarding federal financial reporting and requirements.
- Provide consultation and support to department division financial and management staff regarding federal grant programs.
- Serve as primary point of contact for both state and federal auditors and provide assistance as needed on all audits related to federal grants and programs for the department.
- Perform the fiscal "year-end closing" of assigned grant programs and the overall departmental accounting structure.
- Develops and prepares special financial reports.
- Review and provide technical assistance of incoming federal grant applications prior to signature.
- Generate and review the financial reports that are filed within the automated SIGMA accounting system.
- Analyze reports to obtain information for drawing cash from the financing agencies (in accordance with the Federal Cash Management Improvement Act).
- Prepare required financial reports, (e.g. SF-269s Financial Status Reports; Schedule of Federal Financial Assistance).
- Prepare required reports for formal departmental approval and respond to inquiries from external agencies and departmental staff on detail issues associated with the reports.
- Provide consultation to department staff regarding federal grant changes or other federal granting opportunities.
- Prepare journal vouchers to properly account for grant revenues and expenditures.

Duty 2

**General Summary of Duty 2**                      **% of Time 10**

Maintains an appropriate accounting structure for various grant programs utilizing the State's automated financial reporting system (SIGMA) together with the department's subsidiary systems.

**Individual tasks related to the duty.**

- Monitor and maintain the accounting structure that has been developed for assigned grant programs.
- Periodically meet with department staff to review financial and program needs.
- Recommend structural enhancements which will assist in the overall administrative and accounting control of these programs.
- Propose the accounting structure and related SIGMA data/coding for newly assigned programs.

Duty 3

**General Summary of Duty 3**                      % of Time **20**

Provide financial support in summarizing financial data, developing department financial reports, and assisting with the coordination of the department's financial reporting activities and year-end closing process.

**Individual tasks related to the duty.**

- Approve purchase orders and grants for the department.
- Provide backup to the agency buyer position as needed.
- Provide calculations for developing departmental assessments.
- Assist with the approval and monitoring of journal voucher requests at year end.
- Provide back up to Budget Office staff for departmentwide spending plans.
- Process interagency payments.
- 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 in management of operating activities; assigning and prioritizing work tasks; proper accounting practices and funding allocations.

Internal and external customers are significantly impacted by the accuracy and timeliness of execution of duties. Internal customers are affected by decisions made concerning grant oversight and management.

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

Decisions that would change division or program policies and procedures. When questions arise which may require interpretation of specific laws or regulations, deviations from established policies, or when an issue is highly sensitive, political, or requires legislative and/or media response.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

The position operates in a normal office environment, performing duties within the assigned workspace. Tasks can be completed routinely seated at a desk, visiting end users at their desks, in the context of meetings and meeting rooms. Work requires extensive use of personal computers including keyboards and monitors. This position is required to resolve problems quickly and effectively.

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. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

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? Yes

23. What are the essential functions of this position?

All duties stated in section 15 of this document are essential and must be performed accurately and independently.

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

This position will focus more on federal grant management and serve as a backup to the budget specialist position. This position will also play a coordinating role in implementing the new statewide accounting system.

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

This position will reside in the central budget office which provides critical financial services for the department. This position will ensure that the financial services related to the department's federal grants will be provided; work with the divisions on federal allocations and reporting requirements; and provide assistance to the Budget Specialist and Budget Officer as needed.

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 accounting, finance, and economic courses.

**EXPERIENCE:**

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 11.

Grant management and federal grant experience desirable.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

NOTE: The knowledge, skills and abilities listed are typical examples of the requirements to perform in the positions in this job classification. Not all knowledge, skills and abilities are required for every position, nor is it expected that all positions will require every knowledge, skill or ability.

Working knowledge of the State's SIGMA system is necessary. Good organizational and communication skills required.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Certain positions may be assigned subclass codes and individuals appointed must possess the required specialized experience or certification (see Experience above).

*NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY EMPLOYEE**

*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's Signature

\_\_\_\_\_  
Date

**NOTE: Make a copy of this form for your records.**