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| CS-214  REV 8/2007 |  | 1. Position Code |
|  | State of Michigan **Civil Service Commission**  Capitol Commons Center, P.O. Box 30002  Lansing, MI 48909 |  |
| Federal privacy laws and/or state confidentiality requirements protect a portion of this information. | POSITION DESCRIPTION |  |

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| This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.  This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.** | |
| 2. Employee’s Name (Last, First, M.I.) | 8. Department/Agency  MDHHS |
| 3. Employee Identification Number | 9. Bureau (Institution, Board, or Commission)  Finance & Accounting |
| 4. Civil Service Classification of Position  Financial Specialist-2 | 10. Division  Expenditure Operations |
| 5. Working Title of Position (What the agency titles the position)  Financial Specialist | 11. Section  Expenditure Review |
| 6. Name and Classification of Direct Supervisor  Gross, Sara, State Administrative Manager, 15 | 12. Unit  Expenditure Review |
| 7. Name and Classification of Next Higher Level Supervisor  Jones, Kidada, State Division Administrator, 17 | 13. Work Location (City and Address)/Hours of Work  235 S. Grand Ave., Grand Tower Building, Lansing, MI 48933  Monday – Friday 8:00 A.M. – 5:00 P.M. |
| 14. General Summary of Function/Purpose of Position  This position has the responsibility for the evaluation of the Public Health Administration (PHA) within the Michigan Department of Health and Human Services (MDHHS). This position is assisting in the oversight and monitoring of expenses and revenues, balance sheet activity, chart of account elements, cost allocation impact and federal reporting requirements. This position is responsible to analyze and validate specific expenses by fund within the Public Health Administration and follow-up with appropriate department personnel. This position will work in conjunction with Budget, Program, and Federal Reporting staff to ensure expenses and revenues are accurate and reported timely. This position will coordinate year-end closing activities of MDHHS's financial records requiring the performance of highly complex transactions under strict deadlines for the Public Health Administration. This position is responsible for designing and implementing new and revised financial and accounting processes for staff as needed. | |
| For Civil Service Use Only | |
| 15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.  List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent. | |
| Duty 1 **General Summary of Duty 1 50% of Time**  Review, monitor, and oversee the expenses and revenues within the appropriated funds of MDHHS – Public Health Administration. This includes monitoring yearly payables, encumbrances, work project balances, and other complex general ledger transactions. Ensure complex transactions for correcting expenses and revenues are recorded properly to ensure budget authorization and financial requirements are accurately posted for each fiscal year. Review balance sheet accounts to ensure they are reconciled with various sub-ledgers throughout MDHHS according to federal grant, program, and cost allocation requirements. Develop thorough understanding of Program needs and business practices. | |
| **Individual tasks related to the duty.**   * Serve as a liaison for MDHHS-Public Health Administration program, budget, and federal reporting staff to ensure expenses are properly recorded and reported to maintain accurate financial records within the Administration. * Timely process corrective entries in compliance with Federal Reporting requirements, Budget authorization, accounting principles and Program business operations as requested by Budget. * Process corrective entries as requested by Federal Reporting to ensure the federal reports are filed timely and accurately. * Format expenditure corrective transactions as requested, ensuring complex coding elements are accurate and perform action as requested, in accordance with various policy and procedures. * Extensive independent judgment is used to make decisions and analyze MDHHS's complex financial funding structure and chart of account elements. * Research and distribute various expenditures and variance reports in order to correctly report federal costs and expenses in the proper appropriations within the Administration. * Design and maintain extremely complex interrelated spreadsheet applications to track MDHHS – Public Health Administration expenditures, payables, receivables, and general ledgers and sub-ledgers. * Analyze financial reports used by MDHHS financial management and Budget management personnel on an on-going basis and at year-end for financial information in maintaining the financial integrity of Public Health Administration’s financial records. * Develop training materials and job aids to assist staff in understanding and utilizing coding elements accurately. | |
| Duty 2 **General Summary of Duty 2 30% of Time**  Analyze specific expenses within MDHHS Public Health Administration for proper financial disposition, ongoing and specific to year-end activities. This position is responsible to be knowledgeable of federal reporting, overflow corrections, automatic reimbursement jobs, budget reporting, and cost allocation coding impacts of the Public Health Administration. This duty is highly technical and complex due to SIGMA structure and financial impacts. In-depth, specialized knowledge of the following areas is required; Generally Accepted Accounting Principles (GAAP), SIGMA financial tables and SIGMA documents generated in the administration, the general ledgers in SIGMA and the State of Michigan Compiled Annual Financial Report (SOMCAFR) specific to the Public Health Administration. | |
| **Individual tasks related to the duty.**   * Serve as the Liaison for yearend requirements and deadlines for program, budget, and federal reporting staff and provide expert advice to MDHHS offices/bureaus and other state agencies concerning financial transactions impacting Public Health Administration. * Review the assigned appropriations within the Public Health Administration for negative expenditure balances and correct as needed. * Review and verify that Local and Private funding sources are properly recorded for Public Health Administration. * Comparison of current year's expenditures and revenues with prior year; analyze variances for appropriateness. * Communicate and review revenue, accounts receivable, and work project calculations, if applicable. * Review, analyze and prepare corrections as needed for expenses and revenues affecting prior year activity and authorization. * Track, monitor and analyze the annual encumbrance roll process within SIGMA, ensuring budget authorization is accurate within Public Health Administration. * Continual review of the GAAP Category 8 errors, transaction errors that do not roll up correctly in the State's SOMCAFR and determine the correcting entry. * Research and analyze requests as initiated by the Office of Auditor General, in relation to the Public Health Administration activities. | |

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| Duty 3 **General Summary of Duty 3 15% of Time**  Coordinate and host semiannual meetings with Program, Budget, and Federal Reporting staff. Assist in problem solving issues and developing SIGMA procedures for the Public Health Administration. Assist in training and implementation of new or existing SIGMA processes effecting the administration, ensuring all processes are in accordance with all accounting principles, coding structure, and department policies. Serve as the MDHHS recognized SIGMA expert for advanced financial impacts/issues specific to Public Health Administration. |
| **Individual tasks related to the duty.**   * Conduct semiannual meetings with Program, Budget, and Federal Reporting staff, for Public Health Administration. * Act as a liaison with employees having transactions posting to Public Health Administration while synchronizing financial and accounting policies and procedures. * Assist in formulating training documentation to be used to train MDHHS Public Health and other state agency staff as needed. * Conduct training of MDHHS Public Health and other state agency staff on various accounting functions and processes within SIGMA. * Assist Budget and Federal Reporting staff, in monitoring and analyzing quarterly reports to ensure timely review of variances and federal reporting requirements are met. * Provide assistance as needed to the Expenditure Review Manager, Expenditure Operations Division Director and other Accounting Division staff with various projects in finance and accounting. * Provide expertise and support to the groups and represent the needs and concerns of MDHHS's financial operations. * Effectively communicate and educate department staff to further enhance knowledge of coding elements, SIGMA functionality, impact of transactions, financial tables, and various reports. |
| Duty 4 **General Summary of Duty 4 5% of Time**  Other duties as assigned. |
| **Individual tasks related to the duty.**   * Test scenarios in SIGMA as related to general ledger, sub-ledger, year-end closing, financial and general accounting transactions. * Report to SIGMA staff any issues/concerns. * Make recommendations to SIGMA staff on potential fixes and/or improvements identified. |

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| 16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.  This position must be able to work independently and structure own time. This position makes daily decisions related to SIGMA transactions, Business Intelligence and appropriation/funding issues for the Public Health Administration. | | | |
| 1. Describe the types of decisions that require your supervisor’s review.   All method and procedural changes require the supervisor's review. However, this position may develop these changes and make recommendations for management approval. | | | |
| 18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.  Environmental conditions are typical of an office setting. | | | |
| 19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.) | | | |
| NAME | CLASS TITLE | NAME | CLASS TITLE |
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| 20. My responsibility 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.** | | | |
| 21. *I certify that the above answers are my own and are accurate and complete*.    **Signature Date** | | | |

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

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| TO BE COMPLETED BY DIRECT SUPERVISOR 22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?  Yes. |
| 23. What are the essential duties of this position?  This position has the responsibility for overseeing the assigned appropriation funds within the Michigan Department of Health and Human Services (MDHHS) Public Health Administration, overseeing expenses and revenues, balance sheet activity, coding structure, program requirements, cost allocation impact, assisting in monitoring federal reporting requirements. This position is responsible to analyze and monitor expenses by fund within the Public Health Administration and follow-up with appropriate department personnel. This position will work in conjunction with Budget, Program, and Federal Reporting staff to ensure expenses and revenues are accurate and reported timely. This position will also serve as the Liaison for year-end closing activities of MDHHS's financial records requiring the performance of highly complex transactions under strict deadlines for the Public Health Administration. This position is also responsible for maintaining and implementing new and revised financial and accounting processes. |
| 24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.  New. |
| 25. What is the function of the work area and how does this position fit into that function?  The Expenditure Review Section is responsible for managing the central accounting functions of MDHHS. This includes monitoring the expenditures and for the various funds under the authority of the department. This position services as a staff specialist using knowledge of accounting, budget requirements, coding structure, cost allocation, and program business processes. |
| 26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position. |
| EDUCATION:  Possession of a bachelor's degree with at least 24 semester (36 term) credits in accounting, finance, economics, and/or statistics. |
| EXPERIENCE:  Four years of professional experience performing or auditing the systematic classification and evaluation of accounting data and the preparation of related financial and managerial reports equivalent to an Accountant, including two years equivalent to a Financial Analyst 9-11 or one-year equivalent to a Financial Analyst 12. |
| KNOWLEDGE, SKILLS, AND ABILITIES:   * Good personal skills and professional integrity. * Good organization skills. * Ability to communicate effectively with all levels of personnel and outside agencies. * High degree of initiative and willingness to assume greater levels of responsibility. * Knowledge of accounting and experience in a financial related function. |
| CERTIFICATES, LICENSES, REGISTRATIONS:  None. |
| *NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.* |
| 27. *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 |
| 28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor. |
| 29. *I certify that the entries on these pages are accurate and complete.*    **Appointing Authority’s** **Signature Date** |