State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. FINCALTEF53N

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** TREASURY CENTRAL PAYROLL
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** STATE AND AUTHORITY FINANCE
4. Civil Service Position Code Description FINANCIAL ANALYST-E	**10. Division** CAPITAL FINANCE
5. Working Title (What the agency calls the position) FINANCIAL ANALYST	**11. Section** SCHOOL BOND QUALIFICATION AND LOAN PROGRAM
6. Name and Position Code Description of Direct Supervisor CLARK, CATHY A; STATE ADMINISTRATIVE MANAGER-1	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor BOETTCHER, ANDREW; STATE DIVISION ADMINISTRATOR	**13. Work Location (City and Address)/Hours of Work** 430 W. ALLEGAN, LANSING MI / MONDAY - FRIDAY, 8 AM TO 5 PM

14. General Summary of Function/Purpose of Position

Perform qualification and loan application procedures required for the School Bond Qualification and Loan Program. Review and verify debt service schedules, student enrollment counts, construction costs and other operational reports and records to determine adherence to program rules and statutes. Review and evaluate loan applications, system financial data and program procedures for accuracy and effectiveness. Prepare and maintain work documents, participant correspondence and policies and procedures. Assist with School Bond Loan Fund and School Loan Revolving Fund activities. Assist the Accounting Services Division and the Office of the Auditor General with month-end accounting and year-end closing activities. Support the Department of Treasury's overall goals, strategic planning, Continuous Improvement and Employee Engagement activities. Perform other assignments as needed for the Bureau of State and Authority Finance.

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: 35**

Review and verify debt service schedules, student enrollment counts, construction costs and other operational reports and records to determine adherence to program rules and statutes.

Individual tasks related to the duty:

Review and verify preliminary and final detail bond debt service schedules, millage, state equalized valuation, student enrollment projections and construction costs for projects financed by bond issues.

Compile historical school district bond issue documents and current project proposals and present at meetings with school district officials, bond counsels, financial advisors, architects and construction managers.

Review and verify construction cost and space utilization standards which will be used as a basis for determining whether proposed project costs are reasonable.

Perform on-site inspections of existing facilities to determine whether conditions justify the need for proposed projects, as needed. Verify ballot language proposal complies with applicable local, state and federal provisions.

Approve form and content of preliminary and final qualification applications for management approvals.

Participate in Continuous Improvement activities for qualification procedures; identify resources, activities and outputs and link to performance measures for program improvement.

Duty 2

General Summary: **Percentage: 35**

Review and evaluate loan applications, system financial data and program procedures for accuracy and effectiveness. Prepare and maintain work documents, participant correspondence and policies and procedures.

Individual tasks related to the duty:

Review and evaluate school district loan applications, including financial data of prior loans issued and interest accrued. Review and verify final loan amounts and initiate payments to school districts.

Record and reconcile money received for loan repayments.

Assist in determining interest rate to be assessed on outstanding school loan balances. Compile local government property tax assessment values for debt millage calculations.

Research, analyze and verify borrowing needs to ensure school districts do not default on debt service payments. Attend training sessions for industry and school district personnel.

Prepare and maintain work documents, participant correspondence and policies and procedures.

Participate in Continuous Improvement activities for loan application procedures; identify resources, activities and outputs and link to performance measures for program improvement.

Duty 3

General Summary: **Percentage: 20**

Assist with School Bond Loan Fund and School Loan Revolving Fund activities. Assist the Accounting Services Division and the Office of the Auditor General with month-end accounting and year-end closing activities.

Individual tasks related to the duty:

Monitor money received from school bond qualification fees.

Review internal controls over School Bond Qualification and Loan Program systems and School Bond Loan fund accounting procedures. Assist auditors, including the Office of the Auditor General, for year-end closing activities.

Assist with the preparation of the School Bond Qualification and Loan Program annual report. Maintain School Bond Qualification and Loan Program information on website.

Duty 4

General Summary: **Percentage: 10**

Support the Department of Treasury's overall goals, strategic planning, Continuous Improvement and Employee Engagement activities. Perform other assignments as needed for the Bureau of State and Authority Finance.

Individual tasks related to the duty:

Participate in activities that contribute to the achievement of the mission, goals and operational objectives of the Bureau of State and Authority Finance.

Participate in Continuous Improvement and Employee Engagement activities that impact the Bureau of State and Authority Finance and the Department of Treasury.

Prepare special reports as requested.

Serve on special projects as assigned.

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.

Prioritizing of work assignments to ensure that the constitutional requirements of the school bond loan fund are met. Determining appropriate methods to follow-up with school districts that fail to comply with loan requirements. The design and layout of loan application forms. Responding to inquiries pertaining to the School Bond Qualification and Loan Program.

Researching information for construction costs, facility capacity and loan borrowing guidelines.

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

Overall supervision and guidance pertaining to the loan and qualification process. Approval of final loan disbursement amounts to school districts. Recommendations for program improvement. Advice on technical issues that need management approval or Attorney General review. Re-setting the school bond loan interest rate. Final approval for expenditure processing.

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.

Sitting for long periods of time at a desk or in meetings. Participating on conference calls. Occasional travel is required. Conducting meetings with external individuals (school district officials, bond counsels, architects, etc). Making presentations to large groups.

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?

Perform qualification and loan application procedures required for the School Bond Qualification and Loan Program. Review and verify debt service schedules, student enrollment counts, construction costs and other operational reports and records to determine adherence to program rules and statutes. Review and evaluate loan applications, system financial data and program procedures for accuracy and effectiveness. Prepare and maintain work documents, participant correspondence and policies and procedures. Assist with School Bond Loan Fund and School Loan Revolving Fund activities. Assist the Accounting Services Division and the Office of the Auditor General with month-end accounting and year-end closing activities. Support the Department of Treasury's overall goals, strategic planning, Continuous Improvement and Employee Engagement activities. Perform other assignments as needed for the Bureau of State and Authority Finance. Includes all the requirements of section 18 of the position description.

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

Incumbent has completed the requisite 6 month qualification period, is performing satisfactorily, and is now eligible to have the STP (State Transitional Professional) designation removed from position.

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

The Bureau of State and Authority Finance is comprised of professional staff and performs complex bond issuance, debt service, fiscal agent and school bond loan assignments. The position will work with loan and qualification procedures required for the School Bond Qualification and Loan Program to ensure compliance with program and statutory requirements.

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 9
No specific type or amount is required.

Financial Analyst 10
One year 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 9, Accountant 9, or Auditor 9.

Financial Analyst P11
Two 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 10, Accountant 10, or Auditor 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to communicate effectively, both orally and in writing. Ability to form good working relationships with personnel in and outside of the Department. Knowledge of generally accepted accounting principles and auditing procedures. Knowledge of public finance and the issuance of bonds and notes is desirable. Experience with Michigan's Statewide Integrated Governmental Management Applications system (SIGMA) is desirable. Knowledge of property tax regulations, K-12 school finance regulations is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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.

SALLY VAN VYVE	7/3/2024
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**