

**State of Michigan
Civil Service Commission**

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

Position Code

1. AUDSPL2

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 MILEAP
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Operations
4. Civil Service Position Code Description Auditing Specialist-2	10. Division Compliance and Monitoring
5. Working Title (What the agency calls the position) Compliance Accounting Specialist	11. Section
6. Name and Position Code Description of Direct Supervisor KELLER, CINDY L; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor MACKAY, LORA J; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 105 W. Allegan St. Lansing, MI 48933 / Monday - Friday 8am - 5pm

14. General Summary of Function/Purpose of Position

The specialist in this position functions as a professional auditor and compliance specialist within the Compliance & Monitoring Section. Under the direction of the Compliance & Monitoring Manager, this position performs internal control assessments, compliance activities, and monitoring reviews to ensure departmental operations comply with applicable federal and state laws, regulations, policies, procedures, and contractual requirements.

The Audit Specialist serves as the sole specialist and technical expert as it relates to the department's internal control framework by reviewing risk assessments, evaluating internal controls, and identifying financial risks. The position prepares the department's Internal Control Evaluation (ICE) documentation and other compliance reporting requirements while also providing technical assistance to program areas with fiscal monitoring plans and implementation.

This position assists in the development, implementation, and maintenance of technical resources for the Compliance & Monitoring Section and provides guidance, mentoring, and quality assurance to the audit team who primarily conduct fiscal monitoring reviews. Although the audit team independently perform routine monitoring activities, this position provides technical assistance, develops monitoring methodologies, reviews complex issues, and conducts specialized or high-risk fiscal monitoring reviews when circumstances require advanced expertise.

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: 80

Serve as the sole specialist for the department's Internal Control Evaluation and complex fiscal review activities.

Individual tasks related to the duty:

- Serve as the department's subject matter expert on compliance monitoring, internal controls, and risk assessment.
- Independently plan and conduct the department's most complex, sensitive, or high-risk compliance reviews, fiscal monitoring engagements, investigations, and special projects.
- Develop fiscal review methodologies, monitoring protocols, risk assessment tools, and standardized review procedures.
- Research and interpret complex federal and state laws, regulations, grant requirements, and departmental policies.
- Provide technical consultation to management and program staff regarding audit findings, compliance requirements, and internal control issues.
- Analyze complex operational, financial, and compliance data to identify systemic risks and recommend corrective actions.
- Prepare comprehensive reports, technical analyses, and management recommendations.
- Serve as the lead technical resource during special reviews and emerging compliance issues.

Duty 2

General Summary:

Percentage: 15

Provide technical leadership and quality assurance for the department's fiscal monitoring and compliance review activities.

Individual tasks related to the duty:

- Provide technical guidance and professional consultation to the audit team conducting fiscal monitoring reviews.
- Review complex monitoring issues and recommend appropriate audit approaches and resolutions.
- Assist audit team with interpreting regulations, grant requirements, contractual provisions, and departmental policies.
- Perform quality assurance reviews of completed monitoring work, as assigned.
- Develop and improve monitoring tools, templates, checklists, and review methodologies.
- Participate in fiscal monitoring reviews involving significant risk, complexity, or sensitivity.
- Conduct specialized monitoring reviews requiring advanced technical expertise.
- Recommend improvements to monitoring processes that enhance efficiency, consistency, and regulatory compliance.

Duty 3

General Summary:

Percentage: 5

Perform other duties as assigned.

Individual tasks related to the duty:

- Assist in development of policies and procedures related to fiscal reviews and other situations that impact state and federal expenditures.
- Collaborate with other office staff to conduct program audits and provide technical assistance on fiscal issues.
- 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.

Selection of audit sample. Recommendation of improvements to departmental processes and procedures.

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

The specialist is expected to work independently with a minimum of supervision; however, specific supervision and guidance will be given when problems occur that may have substantial impact on the department.

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 position may require frequent travel throughout the State and require sitting for extended periods of time. It will be necessary to carry related office equipment and supporting documentation from parking lots, up stairs and throughout a building to the work location. It also requires a substantial degree of self-discipline, initiative, motivation, and organization.

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?

This position functions as the department's sole specialist and technical expert in auditing, compliance monitoring, and internal controls and provides technical leadership, professional consultation, mentoring, and quality assurance to audit staff performing fiscal monitoring reviews. The position is responsible for resolving complex technical issues, establishing audit methodologies, recommending best practices, and conducting the department's most sensitive or technically challenging reviews.

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

New establishment.

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

This area works to support the Michigan Department of Lifelong Education, Advancement, and Potential, and its employees in their day-to-day operations through providing technical guidance while maintaining the independence and objectivity required for audit and compliance activities.

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 with at least 24 semester (36 term) credits in accounting.

EXPERIENCE:

Auditing Specialist 13 - 15

Four years of professional experience equivalent to an Auditor, including two years equivalent to an Auditor P11 or Assistant Auditor General P11, or one year equivalent to an Auditor 12 or Assistant Auditor General 12.

Alternate Education and Experience

Auditing Specialist 13 - 15

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

Possession of a Certified Management Accountant certification (CMA) may be substituted for six months of P11 experience.

Possession of a Certified Internal Auditor certification or a Certified Information System Auditor certification may be substituted for one year of experience at the P11 level for positions responsible for internal auditing.

Possession of a bachelor's degree with 24 semester credits (36 term) in finance, information systems, or management may be substituted for the education for positions responsible for internal auditing.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the operational and technical problems involved in the administration of a specialized program. Knowledge of the assigned program specialty. Knowledge of methods of planning, developing, and administering programs. Knowledge of state and federal laws and legislative processes related to the work. Knowledge of the need, preparation, and use of reports. 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 formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources. Ability to plan, coordinate and expedite work projects. Ability to interpret complex rules and regulations. Ability to communicate with others 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.

BERNITA KISSANE

Appointing Authority

7/23/2026

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