

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: DEPTSPV2C48N

Civil Service Class and Level: Departmental Supervisor-2

Working Title (What the agency calls the position): Business Office Supervisor

Name and Position Code Description of Direct Supervisor: CUBBERLY, SCOTT E; STATE DIVISION ADMINISTRATOR

Department/Agency: LEO-LABOR AND ECON OPPORTUNITY

Bureau (Institution, Board, or Commission): Michigan Rehabilitation Services

Division: Michigan Career and Technical Institute

Section:

Unit: Business Office

Work Location (City and Address)/Hours of Work: 11611 W. Pine Lake Road Plainwell, MI 49080 / Monday-Friday 8:00AM-5:00PM

General Summary of Function/Purpose of Position: The position serves as the first-line supervisor of administrative support positions in a complex work area while performing technician assignments and is responsible for directing and coordinating the work of the Purchasing Departmental Technician and Inventory staff. This position functions as a Departmental Supervisor responsible for overseeing the daily operations of MCTI's Business Office functions, including purchasing, procurement coordination, inventory control, budget monitoring, financial analysis, and related fiscal activities. The position supervises purchasing, inventory, and financial operations to ensure compliance with State of Michigan procurement policies, procedures, financial requirements, and internal controls. Responsibilities include oversight of procurement activities, inventory management, vendor coordination, expenditure monitoring, reconciliation activities, budget administration, financial reporting, credit card processing operations, and operational analysis. The position also performs technician assignments and financial analysis functions, including reviewing and analyzing purchasing and expenditure data, monitoring spending trends, reconciling financial transactions, preparing reports, assisting with budget planning, and recommending process improvements to support efficient business office operations. This position exercises considerable independent judgment in determining work priorities, resolving operational and financial issues, interpreting policies and procedures, ensuring regulatory compliance, and supporting efficient business office operations in support of MCTI programs and services.

Assigned duties and tasks for each duty.

Duty 1: Provides direct supervision and coordination of purchasing, procurement, inventory, and business office operations within MCTI.

- Supervise Purchasing and Inventory Departmental Technician/GOA staff.
- Assign, review, and monitor work activities to ensure timely completion of assignments.
- Establish work priorities and coordinate workflow within the Business Office.
- Train staff on purchasing, inventory, procurement, SIGMA, and financial procedures.
- Evaluate staff performance and provide guidance, coaching, and corrective action as needed.
- Review and approve purchasing, inventory, and payable documentation for accuracy and completeness.
- Analyze and interpret MCTI business office policies, procedures, purchasing requirements, and payable processes to ensure compliance and operational efficiency.
- Function as a subject matter resource for MCTI staff and leadership regarding LEO business office policies, budgeting, purchasing, payables, procurement cards, and related fiscal procedures.
- Coordinate purchasing and inventory activities to support MCTI operational needs.
- Resolve operational issues related to purchasing, receiving, inventory, vendor services, and supply distribution.
- Ensure proper maintenance of purchasing, inventory, procurement, and financial records.

- Provide guidance and oversight to staff regarding cash handling, payment processing, procurement card procedures, and financial control processes.
- Supervise credit card policies, procedures, training, reporting, and terminal inventory. Complete monthly reconciliation of credit card transactions to determine trade/department revenue.

Duty 2: Oversees procurement, vendor coordination, budget administration, and financial activities for MCTI business operations while performing financial review, monitoring, and analysis functions.

- Review and approve purchase requisitions, purchase orders, invoices, procurement documents, journal vouchers, coding corrections, and financial adjustments for accuracy, authorization, compliance, and proper coding.
- Monitor purchasing activities, expenditures, allocations, encumbrances, and available funding to ensure fiscal accountability, budget compliance, and adherence to state procurement and financial procedures.
- Receive, verify, reconcile, audit, and maintain invoices, payments, procurement card records, payable records, financial documentation, deposits, and other financial transactions in accordance with established procedures.
- Analyze purchasing, expenditure, inventory, and spending trends; conduct financial analysis; prepare budget reports, expenditure summaries, operational forecasts, and reconciliation reports; and recommend process improvements, corrective actions, and cost-saving measures.
- Assist with development, administration, monitoring, reconciliation, and forecasting of departmental budgets, spending plans, expenditure projections, and operational funding needs.
- Run, review, and analyze reports from SIGMA BI, Aware, Tableau, and other financial systems for monitoring, reconciliation, reporting, and operational analysis purposes.
- Serve as liaison to the MRS Budget and Finance Office, LEO Finance, Treasury, LEO Fiscal Unit, and other departments to coordinate financial activities, resolve discrepancies, and ensure compliance with procurement, financial, tax, and reporting requirements.
- Collect, review, prioritize, and process purchasing and PELL-funded expenditure requests submitted by departments and managers to ensure compliance with procurement, budget, and operational requirements.
- Interpret and apply procurement, financial, and tax regulations; issue internal audit notifications; and provide training, guidance, and corrective action related to financial and purchasing procedures when necessary.

Duty 3: Coordinates inventory control activities and performs operational and financial analysis to support efficient business office operations and achievement of MCTI strategic goals.

- Review inventory records and reconcile discrepancies.
- Conduct and oversee periodic inventory audits and physical counts.
- Analyze inventory usage trends and recommend adjustments to inventory practices and controls.
- Prepare operational, inventory, expenditure, and financial reports for management review.
- Maintain records related to purchasing, inventory, expenditures, asset tracking, and procurement activity.
- Track purchase orders, document orders, procurement approvals, and budget activity.
- Assist with forecasting supply, purchasing, inventory, and budgetary needs.
- Identify opportunities for cost savings, operational efficiencies, and improved resource utilization.
- Analyze ongoing operational and spending patterns to identify significant deviations and recommend corrective actions.
- Compile, analyze, and present fiscal and operational data to management in support of planning and reporting needs.
- Collaborate with unit staff in preparation of monthly spending reports, financial analyses, and reconciliation activities.
- Coordinate with staff to reconcile budget issues, coding discrepancies, and financial concerns.
- Assist with maintaining accounting templates, coding structures, and financial tracking systems.
- Coordinate with program staff to ensure timely availability of materials, supplies, and operational resources.

Duty 4: Performs additional duties as assigned in support of MRS/MCTI leadership and Business Office operations.

- Participate in meetings, committees, audits, and special projects.
- Assist with implementation of new procedures, financial processes, or operational changes.
- Provide support during internal and external audits, reviews, and reporting activities.
- Perform other duties as assigned by MRS/MCTI leadership.

Types of decisions made independently and whom or what those decisions affect: This position independently determines work priorities, assigns work to subordinate staff, and coordinates purchasing and inventory activities to ensure efficient business office operations. The position makes decisions regarding procurement processing, inventory management, vendor coordination, and workflow distribution based on established policies and procedures. The position independently reviews purchasing and inventory documentation for accuracy and compliance, monitors expenditures and spending trends, and determines appropriate follow-up actions related to procurement and inventory issues. Decisions are made regarding prioritization of purchasing requests, resolution of routine vendor concerns, inventory replenishment needs, and corrective actions to improve operational efficiency. These decisions directly impact MCTI business office operations, staff, vendors, purchasing activities, inventory control, and the timely availability of supplies and materials necessary to support MCTI programs and services.

Types of decisions that require the supervisor's review: Decisions involving major budgetary concerns, policy exceptions, high-cost or high-risk procurements, significant vendor disputes, staffing changes, disciplinary actions, or issues involving unclear regulations or procedures require supervisory review. Matters involving substantial financial impact, audit concerns, or changes to operational procedures are also referred to higher-level management.

Physical effort used to perform this job and environmental conditions of this position: The position requires frequent sitting, standing, walking, bending, reaching, and extended use of a computer and office equipment. Occasional lifting, carrying, and movement of files, office supplies, and inventory materials may be required. Work is performed primarily in an office environment with periodic exposure to inventory storage or receiving areas. The position may involve managing multiple priorities, deadlines, and frequent interaction with staff, vendors, and customers.

Names and classes and levels of employees whom this position immediately supervises:

MERICA, TANYA L	DEPARTMENTAL TECHNICIAN-A 10
RITCHIE, MICHELLE R	GENERAL OFFICE ASSISTANT-E E7

The essential functions of this position: This position functions as a Departmental Supervisor responsible for overseeing MCTI Business Office operations related to purchasing, procurement, inventory control, and financial tracking activities. The position supervises technician staff, coordinates workflow, ensures compliance with procurement and financial procedures, and performs technician and financial analysis functions in support of MCTI operations.

The position is responsible for reviewing and monitoring purchasing and inventory activities, analyzing operational and financial data, coordinating vendor relations, maintaining procurement and inventory records, and assisting with budget monitoring and reporting activities. The work requires supervisory ability, knowledge of procurement and inventory procedures, analytical skills, and the ability to interpret and apply policies and regulations.

The function of the position's work area and how it fits into that function: This work area functions as the MCTI Business Office and is responsible for purchasing, procurement, inventory management, financial tracking, and operational support activities. This position serves as the first-line supervisor for Business Office technician staff and is responsible for coordinating and overseeing purchasing, inventory, and financial support operations to ensure efficient and compliant business processes.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Departmental Supervisor 11

One year of experience equivalent to a Departmental Supervisor 10, Office Supervisor 11, or Secretary Supervisor 11; or two years equivalent to an experienced-level technician, paraprofessional, professional, Office Supervisor 9 and 10, Secretary Supervisor 10, Emergency Dispatch Supervisor 10, or Human Resources Customer Service Supervisor 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the rules, regulations, policies, procedures, and terminology used in the work.
- Knowledge of the techniques of using reference materials and organizing data for preparing and using reports.
- Knowledge of techniques used in interviewing and obtaining information.
- Knowledge of office supervision, including organization, work flow, forms, supplies, equipment, and procedures related to filing, recordkeeping, correspondence, mail, procurement, supply inventory, and duplicating.
- Knowledge of training and supervisory techniques.
- Knowledge of employee policies and procedures.
- Knowledge of labor relations.
- Knowledge of budgeting principles, expenditure tracking, reconciliation processes, and financial reporting procedures.
- Ability to analyze financial data, identify discrepancies or trends, and recommend corrective actions or process improvements.
- Ability to interpret, explain, and apply complex laws, rules, and regulations.
- Ability to analyze and critically assess data and operations in terms of management controls, systems and procedures, and to make recommendations for change.
- Ability to conduct training and information sessions.
- Ability to maintain records, prepare reports, and compose correspondence related to the work.
- Ability to communicate effectively.
- Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A