

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1.

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 DEPARTMENT OF STATE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Financial Services
4. Civil Service Position Code Description Accountant Manager-3	10. Division Accounting
5. Working Title (What the agency calls the position) Expenditure & Grant Manager	11. Section Expenditure
6. Name and Position Code Description of Direct Supervisor GINA FEGUER; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor PARADINE, CINDY A; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 430 W ALLEGAN ST; LANSING, MI 48915 / Monday-Friday 8:00 a.m. - 5:00 p.m.

14. General Summary of Function/Purpose of Position

This position functions as a first-line professional manager of professional positions and multiple nonprofessional positions in a complex work area. This position manages the Section that processes all vendor payments for the Department of State. Position also manages all state and federal grant activities along with Proposal 2022-2 grant and reimbursement duties. This position ensures timely, reliable and accurate processing for all payment requests in accordance with all rules and regulations. This position also serves as a professional accountant responsible for accounting and internal control activities within the section. The position further serves as a professional accountant and analyst on projects involving Financial Services and Department-wide accounting and financial activities. This includes implementing new accounting and financial systems, upgrading previously automated processes, and automating manual processes in accordance with Generally Accepted Accounting Principles.

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: 40

Manages the work of the Expenditure staff.

Individual tasks related to the duty:

- Oversee day-to-day operations of the Expenditure Section.
- Plan, direct, organize, assign, and control work activities of the section.
- Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.
- Coordinate payment activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.
- Evaluate and verify employee performance through the review of completed work assignments and work techniques.
- Ensure that quality control measures are in place for all aspects of the work.
- Ensure compliance with state statutes, rules and regulations regarding payment processing.
- Ensures proper labor relations and conditions of employment are maintained.
- Ensure customer service is provided to the public regarding all expenditure payments.
- Monitor expenditure payments to ensure they are processed timely, accurately, and in accordance with Generally Accepted Accounting Principles.
- Maintain Expenditure Section files in accordance with the DTMB Record Retention and Disposal Schedule for Accounting Transactions.

Duty 2

General Summary:

Percentage: 30

Assist the Division and Bureau Director in the processing of federal and state grant programs for the Department in obtaining federal dollars. This includes coordinating the federal, state and Proposal 2022-2 grant applications and amendment process, reviewing financial status reports, developing agreements and approving expenditures for the federal and state grant programs, monitoring federal and state compliance and reporting and monitoring federally appropriated account balances.

Individual tasks related to the duty:

- Monitor and review all federal documentation and forms to ensure completeness and accuracy prior to submission to the Director and Federal Agencies. Prepare correspondence for signature by the Chief Financial Officer
- Monitor the review and approval of all state, federal and local grant applications and contracts. Develop and implement methods to track and monitor timely and effective grant administration processes. Actively participate in developing methodology and selection process for federal and state grant sub-recipients. (e.g. Help America Vote Act and motorcycle safety fund)
- Ensure that all federal and state mandated requirements are met for the Information Technology, Motorcycle Safety Fund, Help America Vote Act, Proposal 2022-2 and other state and federal grant programs, including indirect rates, clearinghouse reviews and other reporting Requirements.
- Monitor the reconciliation of subsidiary ledgers for the Department's federal and state grant balance in SIGMA. This includes balancing the statements to the SOMCAFR and to audited financial statements issued by the Office of Auditor General.
- Oversea the preparation and review of federal financial reports, including the Schedule of Expenditure of Federal Rewards.

Duty 3

General Summary:

Percentage: 10

Serve as professional manager on projects involving Financial Services and Department-wide payment activities

Individual tasks related to the duty:

- Provide leadership to the Section and seek innovative solutions to the business needs of our customers.
- Develop alternative strategies and make recommendations for expenditure processes based on analysis and research.
- Oversee the testing, and implementation of systems. Develop procedures and testing strategies for new systems.
- Review user documentation and policy and procedure manuals for adoption by senior management to support the automated business needs of the Department.
- Provide leadership to the Expenditure Section to implement new accounting/financial systems, upgrade previously automated processes, and automate the manual processes.

Duty 4**General Summary:****Percentage: 10**

Perform various accounting duties for the Bureau of Financial Services

Individual tasks related to the duty:

- Review, approve and/or prepare standard expenditure accounting entries for processing in the accounting system.
- Research accounting discrepancies and process necessary correcting entries.
- Perform reconciliations between SIGMA and other DTMB or Department of State accounting systems.
- Perform accounting functions associated with year-end closing tasks.

Duty 5**General Summary:****Percentage: 10**

Perform related work appropriate to the classification as assigned.

Individual tasks related to the duty:

Perform tasks and assignments received from the Bureau of Financial Services Director and Procurement Director.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

- Decisions as to the most appropriate staff to assign to projects or to assist other Financial Services staff.
- Decisions as to appropriate accounting procedures.
- Determine compliance with policies, procedures, and various statutory requirements.
- Formulation of recommendations for policies and procedures regarding accounting/financial activities.

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

When priorities cause a conflict with other areas of Financial Services or department or are politically sensitive.

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 computer. Travel between assigned work location and other State Buildings. Job may be stressful at times. Bending and lifting office equipment may be required.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
ACOSTA, DEBRA G	ACCOUNTING TECHNICIAN-E E9	GARDNER, AYANA	ACCOUNTANT-E P11
RICHTER, LISA R	ACCOUNTING ASSISTANT-A 8	ALKHADER, SARA M	ACCOUNTANT-A 12
HILL, JOSEPH M	ACCOUNTING TECHNICIAN-E 8	VACANT	STUDENT ASSISTANT-E

Additional Subordinates**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?

This position manages the work section that processes all payment activities for the Department of State. This position ensures timely, reliable and accurate processing for all payment requests in accordance with all rules and regulations. The position further serves as a professional accountant and analyst on projects involving Financial Services and Department-wide accounting and financial activities.

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

N/A

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

The Bureau of Financial Services is responsible for establishing and maintaining an internal control structure that allows for the timely and accurate presentation of the Department of State's financial statements and schedules. This includes all aspects of the fiscal year-end closing process. The Bureau develops and monitors the Department's budget, and accounts for all purchasing related transactions including payments. In addition, the Bureau accounts for and distributes over \$2 billion dollars annually in revenue and processes associated revenue refunds. The Bureau also maintains accounts receivable records and a centralized cashiering operation, which is a revenue receipting and processing activity.

Financial Services is responsible for the Department's expenditure accounting processes which accounts for all Department of State expenditures (over \$200 million annually). This position has overall responsibility for monitoring and reviewing expenditures to ensure the integrity of the records and is actively involved with fiscal year-end closing.

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:

Accountant Manager 13 - 15

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 or an Auditor, including two years equivalent to an Accountant P11 or Auditor P11, or one year equivalent to an Accountant 12 or Auditor 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles and techniques of management including organization planning, training, and reporting.
- Knowledge of state and federal laws and legislative processes related to accounting.
- Knowledge of Generally Accepted Accounting Principles. Knowledge of SIGMA
- Knowledge of Accounting, Administrative, and Internal Controls.
- Knowledge and ability to review and analyze accounting systems for automation and upgrading. Ability to recommend solutions to resolve accounting and other issues.
- Ability to collect and organize accounting data, interpret its significance, and prepare accurate reports. Ability to plan, coordinate, and expedite special projects.
- Ability to communicate effectively with others.
- Ability to instruct, direct, and evaluate employees

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.

None

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

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