

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

<b>Position Code</b> 1. FINALTREB04N
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## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TREASURY CENTRAL PAYROLL
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> Financial Alt Dept Tr-E	<b>10. Division</b> FINANCIAL SERVICES
<b>5. Working Title (What the agency calls the position)</b> FINANCIAL ANALYST	<b>11. Section</b> ELECTRONIC RECEIPTING SECTION
<b>6. Name and Position Code Description of Direct Supervisor</b> STOECKER, KARISSA L; FINANCIAL MANAGER-3	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> ALVORD, MELANIE A; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 7285 PARSONS DRIVE, DIMONDALE MI / MONDAY-FRIDAY, 7:30 TO 4:30, 8:00 TO 4:30

**14. General Summary of Function/Purpose of Position**

This position assists in maintaining State agencies' compliance with the statewide cash receipting credit/debit card contract and Payment Card Industry (PCI) security requirements used by all state agencies. This person works with agencies to implement and operate credit card programs, estimates costs, completes merchant and bank documents with agencies, and maintaining agencies' compliance with credit card merchant's rules. This person assists with researching and analyzing credit card charges, credit card reporting, and agencies with problems associated with processing credit/debit card transactions. This person assists with the ACH revenue program.

In performing these duties, the position is responsible for promoting and maintaining an environment conducive to continuous quality improvement and for encouraging ideas, input, respect, and teamwork.

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: 65

This person assists in maintaining State agencies' compliance with the statewide cash receipting credit/debit card contract and Payment Card Industry (PCI) security requirements used by all state agencies. This person works with agencies to implement and operate credit card programs, estimates costs, completes merchant and bank documents with agencies, and maintaining agencies' compliance with credit card merchant's rules. This person assists with researching and analyzing costs, reporting, and agency problems associated with credit/debit card transactions.

Individual tasks related to the duty:

- Advises agencies of credit card and security requirements and statewide contract provisions prior to implementation.
- Ensures agency's credit/debit card documentation is properly executed and distributed as needed.
- Analyzes and resolves problems related to implementing and administering credit/debit card receipting and security.
- Develops presentations for user groups and agencies on receipting of credit/debit card programs and security.
- Summarizes agency volumes, costs and operations problems in a monthly management report, and as needed.
- Maintains records, and prepares reports and correspondence as needed.
- Provides presentations and training to state agencies and user groups.
- Assists agencies in maintaining compliance with credit card merchant and PCI rules.
- Compares documentation to contracts.
- Follows up with agencies on timelines and outstanding items.
- Tracks status of agencies annual compliance with PCI and credit/debit card rules.
- Meets with agencies.
- Conducts meetings.
- Reconciles transaction volumes to bank statements.

#### Duty 2

General Summary:

Percentage: 15

Researches credit card and banking products in other states and government entities. Develops, writes, and reviews procedures.

Individual tasks related to the duty:

- Conducts studies, consolidates data, and analyzes current contracts for future e-commerce needs.
- Conducts research on other state's electronic payment programs to assist with analyzing and improving future electronic payment services for the State of Michigan.
- Contacts other states to inquire about banking programs offered and the positive and negative aspects of the programs.
- Develops, writes and review procedures for credit card and ACH processes.
- Provides presentations and training to state agencies and user groups.
- Maintains records and prepares reports and correspondence.

#### Duty 3

General Summary:

Percentage: 10

Assists with the ACH program.

**Individual tasks related to the duty:**

- Explains ACH program requirements and statewide contract provisions to agencies prior to implementation.
- Ensures documentation for each agency is properly executed and distributed as necessary.
- Analyzes and resolves problems related to implementing and administering ACH program.
- Summarizes agency volumes, costs, and operations problems.
- Maintains records and prepares reports and correspondence.
- Follows up with agencies on timelines and outstanding items.
- Tracks status of agencies annual compliance with PCI and credit/debit card rules.
- Meets with agencies.
- Conducts meetings.

**Duty 4**

**General Summary:**

**Percentage: 10**

Performs other duties as assigned

**Individual tasks related to the duty:**

- Provides backup for EFT release, warrant oversight and wire transfer entry.
- Participates on various committees.
- Attends conferences, seminars, and training sessions.
- Participates in statewide meetings regarding credit/debit card and ACH programs.
- Performs 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.**

Methods to resolve problems between the contractor and agencies and to prevent or minimize recurrence of problems.  
Strategies for reducing backlogs.  
Systems to organize and coordinate agency credit/debit card receipting programs.

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

Significant deviations from past practices.  
Decisions that have negative or significant impact on other agencies or contractual relationships.  
Decisions that have a policy impact.  
Issues related to credit card and security rules.  
Unresolved problems between contracts and agencies.

**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.**

The position is conducted in a standard office environment. Some repetitive motion tasks, standing, sitting, stooping, lifting up to 25 pounds, reaching, and seeing, talking, listening, use of a PC, and writing is required. Some travel is required. Continual pressure to respond to situations effectively while maintaining good public relations at all times.

**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):**

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> 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 assists in maintaining State agencies' compliance with the statewide cash receipting credit/debit card contract and security requirements used by all state agencies. Includes all requirements listed in Section 18 of this position description. All of the duties in this position description must be performed and cannot be eliminated.

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

Requesting to downward classify to Financial Analyst Trainee for recruitment and training purposes.

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

The Financial Services Division (FSD) is responsible for receipting and recording of revenue received by the Department of Treasury in excess of \$45 billion annually. FSD is responsible for statewide bank activity and credit card contracts for the State of Michigan and functions in a central agency capacity to set policies and procedures for all other State agencies to use in the depositing, receipting and recording of receipts and revenues. FSD is also responsible to set policies and procedures for disbursements in excess of \$45 billion annually.

This person assists in maintaining State agencies' compliance with the statewide cash receipting credit/debit card contract and security requirements used by all state agencies. This person works with agencies to implement and operate credit card programs, estimates costs, completes merchant and bank documents with agencies, and maintaining agencies' compliance with credit card rules. This person assists with researching and analyzing credit card charges, credit card reporting, and agencies with problems associated with processing credit/debit card transactions.

**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.

Alternate Education and Experience Financial Analyst (Departmental Trainee) 9

Educational level typically acquired through completion of high school and two years of experience as an Accounting Technician E9 and/or 10, Account Examiner E10 and/or 11, Account Examiner Supervisor 12, or Office Supervisor 9-10 (with the bookkeeping subclass code); or, one year of experience as an Account Examiner Supervisor 13, or Office Supervisor 11-12 (with the bookkeeping subclass code).

Educational Substitution: College credits may be substituted on a proportional basis (one year of college education may substitute for one quarter of the required experience) for up to one half of the required experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of program planning.  
Knowledge of the acts and laws that regulate the State's banking practices and credit card programs. Knowledge of credit card and security guidelines and acceptable industry practices.  
Knowledge of Microsoft Office programs. Knowledge of Microsoft SharePoint.  
Knowledge of Microsoft Visio.  
Ability to organize and prioritize work.  
Ability to track programs.  
Ability to follow up.  
Ability to collect and interpret information, apply criteria, and make recommendations. Ability to reconcile.  
Ability to work independently and in a team.  
Ability to formulate plans, procedures, and controls in a program or service area.  
Ability to recommend policies, procedures, and problem resolutions.  
Ability to maintain records and prepare reports and correspondence related to the work.  
Ability to establish and maintain favorable public relations.  
Ability to communicate effectively with others.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

This position has a FTIFNPRINT sub-class code. The sub-class code indicates the position has access to Federal Tax Information (FTI) and requires passing of a fingerprint-based background check per IRS Publication 1075

**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

5/30/2025

\_\_\_\_\_  
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