

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

Position Code

1. FINALTRE

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)
4. Civil Service Position Code Description Financial Alt Dept Tr-E	10. Division FINANCIAL SERVICES
5. Working Title (What the agency calls the position) FINANCIAL ANALYST	11. Section SUPPORT SERVICES
6. Name and Position Code Description of Direct Supervisor WILLIAMS, SAMARHIA R; FINANCIAL MANAGER-3	12. Unit CASH AND CHECK RECONCILIATION
7. Name and Position Code Description of Second Level Supervisor ALVORD, MELANIE A; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 7285 PARSONS DRIVE, DIMONDALE, MI / MONDAY - FRIDAY, 8 AM TO 5 PM

14. General Summary of Function/Purpose of Position

This position serves as the Section's financial analyst and is responsible for conducting research, analyzing financial documents, bank statements, preparing reports, making correcting entries, and preparing correspondence related to financial documents and bank statements. Prepares, reviews, and determines impact of supplemental bank and financial schedules. Utilizes system applications to analyze bank and financial accounts. Conducts research projects and examines processes to support the Office. Develops and writes procedures and documentation. Provides backup coverage for warrant reconciliation.

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: 50

Serves as the Section's financial analyst and is responsible for researching, compiling, evaluating, and analyzing financial documents and bank statements, preparing reports, making corrections, and preparing correspondence related to financial documents and bank statements.

Individual tasks related to the duty:

- Researches, compiles, evaluates, and analyzes financial documents and bank statements.
- Prepares reports, correspondence, and supplemental bank and financial schedules.
- Verifies and evaluates financial and bank data.
- Executes, develops, and maintains data to evaluate accounts and monitor their effectiveness.
- Analyzes exception items to evaluated accounts.
- Runs financial reports.
- Reviews and evaluates reports to verify accuracy.
- Researches banking differences.
- Prepares correcting entries.

Duty 2

General Summary:

Percentage: 20

Prepares, reviews, and determines impact of supplemental bank and financial schedules.

Individual tasks related to the duty:

- Reviews and determines impact of supplemental bank and financial schedules.
- Communicates to management potential issues of impact of bank and financial schedules.
- Downloads reports to enable supplemental schedule preparation.
- Receives or obtains electronic data to enable supplemental schedule preparation.
- Interprets, evaluates, and summarizes data to enable supplemental schedule preparation.
- Prepares supplemental schedules to analyze and document transactions.
- Maintains paper and electronic files to document supplemental schedules.
- Completes overall statement of cash schedule for submission to Department of Technology, Management, and Budget, Office of Financial Management.

Duty 3

General Summary:

Percentage: 20

Conducts research projects and analyzes processes as needed to support the needs of the Office. Develops and writes procedures and other documentation. Analyzes reports and schedules and makes recommendations.

Individual tasks related to the duty:

- Develops procedures to document processes.
- Analyzes current processes for effectiveness.
- Writes procedures to document processes.
- Develops MIDB and Monarch queries to research and gather data for analysis
- Executes MIDB and Monarch queries to research and gather data for review.
- Creates Excel macros to reduce manual effort.
- Creates Microsoft Access databases: tables, forms, reports, supported by Visual Basic code.
- Creates Crystal Ad Hoc reports for cash reconciliation purposes.
- Supports Cash Management Section, State Finance Division, Bureau of State and Authority Finance and Trust Accounting Division, Bureau of Investments with information through any of the above means.

Duty 4

General Summary:

Percentage: 10

Provides backup coverage for check reconciliation and assists staff with miscellaneous office duties. Other duties as assigned.

Individual tasks related to the duty:

- Perform back up duties for warrant reconciliation, as needed.
- Assist staff with updates to electronic bank files.
- Coordinate biennial internal control evaluations related to Office functions.
- Perform 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.

- Determine if incoming financial data is correct. The accuracy of this data is imperative as subsequent business decisions are based on it.
- Determine corrective action to take when automated processes fail as other functions and processes depend on them. Correction must occur timely to allow subsequent processes and functions to continue.
- Determine work priorities. This is necessary to maintain balance with internal and external customers.
- Determine if reports and schedules are accurate
- Methodologies used to analyze data.
- Whom to contact in other Treasury divisions, agencies and financial institutions.
- Problem resolution so that payees receive their payments.

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

- Decisions that may have a statewide impact.
- Decisions about resetting the server.
- Decisions about deadlines.
- Decisions related to reports, conclusions, and any necessary corrective action.
- Recommendations for services to State agencies.
- Decisions relating to internal controls.
- Decisions that have a budget impact.

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.

Physical Requirements: There are no unusual physical requirements. Extended periods of sitting and use of computer equipment (keyboard skills) is required. It is necessary to communicate (listening, verbal, visual [examine reports, text, manuals], written) with a variety of customers.

Stress Factors: Meeting urgent deadlines, working overtime at year-end; extensive reading of materials; maintaining composure with other staff and agencies under diverse conditions.

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):

- | | |
|---|--|
| ☐ 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?

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Essential duties include all requirements listed in Sections 15 and 18 of the position description.

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

No changes to the essential duties and responsibilities. Requesting to add the Trainee designation to the position for recruitment and training purposes.

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

Analysis of transactions impacting statewide cash position. The functions performed in this position assist the office to meet the State's cash reconciliation requirements as specified by the Department of Technology, Management and Budget, Office of Financial Management. Failure to perform the cash reconciliation process timely and accurately may negatively affect the State's ability to issue the State of Michigan's Annual Comprehensive Financial Report (ACFR) on a timely basis or without audit exceptions. This position also has the role of analyzing and documenting current business processes and interpreting area needs moving into the future.

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.

Financial Analyst 12

Three 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 P11, Accountant P11, or Auditor P11.

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).

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of MS Office, Monarch, Crystal, and Recon software.

Knowledge of the principles and practices of financial analysis.

Knowledge of financial, banking, and accounting terminology.

Ability to quickly assimilate a variety of oral and written data to analyze facts and draw logical conclusions. Ability to prepare reports, schedules, and correcting entries.

Ability to prepare written instructions and documentation.

Ability to analyze data.

Ability to maintain favorable public relations.

Ability to communicate effectively with others.

Ability to maintain records and prepare reports and correspondence related to the work.

Ability to collect and interpret information, apply criteria, and make recommendations.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

This position has a FTINPRINT sub-class code. The sub-class code indicates the position has access to Federal Tax Information (FTI).

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

Appointing Authority

7/28/2026

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