

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 DOC-CORRECTN CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Budget and Operations Administration
4. Civil Service Position Code Description Financial Specialist-2	10. Division Financial Operations Division
5. Working Title (What the agency calls the position)	11. Section
6. Name and Position Code Description of Direct Supervisor ELLISON, TORI J; STATE OFFICE ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor HAMP, JULIE; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work Grandview Plaza Lansing, MI 48909 / Monday - Friday 8 am - 5pm

14. General Summary of Function/Purpose of Position

This position serves as the financial specialist for Field Operations Administration (FOA) in the Financial Operations Division and works closely with BOA and FOA Deputy Directors and FOA Managers and staff, providing ongoing communication regarding the budget, financial status, reports, and information for FOA appropriation and programs. This position is responsible for managing purchases, contracts, encumbrances, expenditures, and revenue for FOA, including Memorandum of Understanding (MOUs) and grants. This position is responsible for and has oversight of all budget and financial reporting including the preparation of annual FOA spending plans, monthly projections, and various financial analysis which encompasses over \$232 million in funding, 1,800 FTEs, and 105 parole and probation field offices. This Financial specialist is responsible for all financial activities including but not limited to performing complex revenue and expenditure analysis, monitoring, projecting and forecasting; researching, compiling, analyzing, and interpreting a variety of complex financial, legislative, and policy information; developing annual spending plans for some of the departments most complex appropriations; assigning and monitoring FOA's annual budget; monthly financial projections for all FOA related appropriations. This position serves as a point of contact for DTMB on funding request and billing issues. This position is responsible for complex financial information requested by Executive leadership, and legislative requests.

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: 35

The Financial Specialist is responsible for planning and executing FOA's budget. This includes complex planning across numerous area processing, reporting and tracking budget and expenditures. Prepares annual spending plans, monthly projections, and various financial analysis and reports for FOA. Monitor FOA encumbrances and manage year end activity for FOA.

Individual tasks related to the duty:

- Develop and prepare the annual spending plan for all FOA appropriations.
- Prepare and recommend spending plan change requests.
- Prepare annual detailed revenue estimates for the State Budget Office, Treasury, and the legislative fiscal agencies
- Research long-term economic trends and data to determine the impact on the department's funds.
- Utilize and interpret financial statements while making annual projections.
- Evaluate long-term investments and how changes impact critical restricted funding sources for the department.
- Utilize revenue projections to implement future annual budgets.
- Analyze data on a recurring basis to determine if revenues are on target to meet annual projections.
- Advise management on results of ongoing revenue analyses.
- Recommend changes to the bi-annual revenue projections based on these analyses.
- Approve FOA position postings in NEO GOV validating funding and position vacancy.
- Review and analyze revenue, expenditures, and encumbrances on a monthly basis ensuring payroll and operating expenditures are recorded accurately.
- Prepare journal voucher entries for reclassing or correcting expenditures.
- Prepare and track receivables and payables for FOA appropriations.
- Prepare monthly revenue and expenditure projections for each appropriation.
- Monitor active encumbrances ensuring they are properly closed when complete.

Duty 2

General Summary:

Percentage: 35

Approve purchases and review expenditures for Field Operations Administration (FOA) appropriations and manage technology and capital assets for FOA.

Individual tasks related to the duty:

- Manage year end activity for FOA, including reviewing and marking encumbrances to roll with and without authority.
- Calculate year end Headlee expenditures for FOA for year-end reporting.
- Review and approve all FOA purchasing requests ensuring adequate funding and adherence to MDOC and DTMB purchasing policies and procedures.
- Approve invoices for payment ensuring services and receivers have been completed.
- Oversee FOA MOU and Grant funding ensuring expenditures are properly recorded and reimbursed.
- Approve purchasing documents into SIGMA as the Budget Approver for FOA.
- Participate on Joint Evaluation Committees regarding FOA contracts.
- Manage encumbrances for FOA including ensuring encumbrances are closed when complete and identifying qualifying encumbrances for year-end encumbrance rolls.
- Maintain capital asset inventory for FOA.
- Review and reconcile FOA technology asset inventory ensuring expenditures are recorded accurately.
- Review position inventory by office to analyze vacancies and ensure employees are assigned to the correct SIGMA Home Unit and posting to the correct account coding. Prepare labor distribution changes for payroll corrections.
- Plan, review and approve funding for procurement requisitions and purchase orders.
- Identify trends and changes in spending and escalate to management as needed.

Duty 3

General Summary:

Percentage: 20

Provides ongoing communication and reports for FOA Deputy Director and FOA Managers regarding financial status and information.

Individual tasks related to the duty:

- Provide ongoing communication regarding financial status and reports to FOA Deputy Directory and FOA Managers.
- Advise FOA on purchases and recommends funding resources.
- Notify HR to update the home unit of FOA employee departures or office location changes.
- Prepare monthly reports.

Duty 4

General Summary:

Percentage: 10

Special projects and other duties as assigned.

Individual tasks related to the duty:

- Assist DTMB technology in gathering information required for new projects that will impact FOA employees.
- Assist and provide purchasing and financial training to FOA staff.
- Complete annual required training.
- Participate in meetings and conferences for FOA and Budget & Finance Divisions.
- Other duties and projects as assigned.

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

This position is responsible for managing purchases, contracts, encumbrances, expenditures, and revenue for FOA. Employee makes decisions to resolve day-to-day operational problems, and identifies, recommends, and implements improvements in purchasing and financial processes in FOA. This position must be able to work independently and structure own time.

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

Consultation with supervisor regarding requests that exceed spending plan or appropriation spending authority, on recommendations for changes in methods and procedures that have a department wide impact, and in the absence of existing policy or direction from the Financial Management Guide.

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.

Extensive computer work sitting for long periods of time, changing priorities and deadlines, and high stress levels. Year-end closing creates additional pressure due to the short amount of time allotted for the completion of year end tasks. Overnight travel to field locations for site visits, training, or conferences 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.

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 financial specialist position functions under limited supervision as the financial expert for Field Operations Administration with a very high level of responsibility and financial expertise. This is a highly complex assignment requiring thorough knowledge of SIGMA-Financial, Business Intelligence/Business Objects, the Department, and FOA programs. This

position is responsible for the accurate budgeting, financial reporting, and financial analysis of Field Operations Administration appropriations and programs encompassing \$232 million in funding, over 1,800 FTEs, and 105 field offices.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.
Establishing new position. Previous position was not on file with Civil Service.

25. What is the function of the work area and how does this position fit into that function?
This work area is responsible for managing the central accounting and financial reporting functions of MDOC. This includes monitoring revenue, expenditures, and balance sheet accounts for various funds under the authority of the department. This position serves as a staff financial specialist using knowledge of financial reporting, accounting, budget requirements, coding structure, cost allocation, and program business processes. Budget and Operations Administration oversees the budget and financial operations of the entire department.

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 Specialist 13 - 15
Four years of professional experience equivalent to a Financial Analyst; including two years equivalent to a Financial Analyst P11, Accountant P11, or Auditor P11 or one year equivalent to a Financial Analyst 12, Accountant 12, or Auditor 12.

Alternate Education and Experience

Financial Specialist 13 - 15
Possession of a Certificate in Public Accounting (CPA) may be substituted for one year of Financial Analyst P11 experience.

KNOWLEDGE, SKILLS, AND ABILITIES:
An understanding of State automated accounting and financial management systems and the budget process, ability to use spreadsheet programs accurately, outstanding analytical abilities, excellent written and verbal communications, strong organizational and leadership skills, ability to deal with people at all levels, prominent personal and professional integrity, adaptability, professional appearance, high degree of initiative, and willingness to assume greater levels of responsibility.

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.

ASHLEY NORTON 7/25/2025

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