

## 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> DOC-CORRECTN CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Budget and Operations Administration
<b>4. Civil Service Position Code Description</b> Financial Manager-2	<b>10. Division</b> Finance
<b>5. Working Title (What the agency calls the position)</b> Financial Manager	<b>11. Section</b> Accounting
<b>6. Name and Position Code Description of Direct Supervisor</b> HUHN, NICHOLE A; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b> Accounts Payable
<b>7. Name and Position Code Description of Second Level Supervisor</b> ELLISON, TORI J; STATE OFFICE ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> Grandview Plaza; 206 E Michigan Ave., Lansing, MI 48933 / Monday - Friday / 8:00AM - 5:00PM

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

This Financial Manager supervises Accounts Payable in Central Office Finance Division. Represents the Department at meetings and conducts presentations for new functionality as related to Accounts Payable and SIGMA related upgrades. This position serves as the first line supervisor of Accounts Payable Staff, approving SIGMA transactions for vendor payments and correcting journal entries. This position serves as a liaison for Central Office Accounts Payable with Facility and Regional staff for Accounts Payable, and year-end transaction processing, etc.

**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**

Coordinate and assign job duties for both Professional Staff and Accounts Payable Staff.

**Individual tasks related to the duty:**

- Schedule work assignments for Accounts Payable Staff and Professional Staff.
- Create deadlines for booking payables and receivables within appropriate time frames during the fiscal year.
- Ensure deadlines for Grant Reporting and Payroll Clearing Fund transactions are met.
- Evaluate employee performance through the review of work assignments.

**Duty 2**

**General Summary:** **Percentage: 20**

Monitor and approve daily and year-end transactions for Professional and Accounts Payable Staff.

**Individual tasks related to the duty:**

- Review SIGMA transactions, providing first level approvals in SIGMA.
- Ensure proper Chart of Account templates are used for appropriate budget areas.
- Ensure SIGMA transactions are entered in the correct Fiscal Year.
- Serve as a liaison with Vendors, Central Office Accounting Division and Regional/Facility Accounting Divisions for Accounts Payable process.
- Monitor and evaluate organization performance to assess efficiency and effectiveness.

**Duty 3**

**General Summary:** **Percentage: 20**

Provide SIGMA training and proper Security to Accounts Payable staff.

**Individual tasks related to the duty:**

- Ensure staff are given proper Security in SIGMA to process necessary transactions.
- Complete training for new employees, providing updates to staff when necessary.
- Contact SIGMA Security and help desk when necessary for staff.
- Participate in system functionality testing for SIGMA upgrades and enhancements.
- Update agency policies and procedures for changes relating to SIGMA and Accounts Payable processes.

**Duty 4**

**General Summary:** **Percentage: 10**

Duties as assigned by the supervisor or Finance Division Manager.

**Individual tasks related to the duty:**

- Assist Accounting Section Manager and Division Administrator for complex projects when necessary.
- Run Business Intelligence Report for payments to vendor and reconcile to appropriations as needed.

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

Determine proper accounting principles and Department policies to ensure expenditures are accurate and valid. Research action necessary to resolve unique accounting problems. Routinely answer questions and research/resolve problems related to specialty. This position is involved in developing procedures to improve system operations.

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

Actions or changes that may result in issues with statewide procedures, actions taken with employees that are beyond addressing performance issues, such as disciplinary investigations and actions.

**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.**

This position is sedentary in nature, sitting most of the day at the computer while under time pressures. Must use independent judgment for most situations involving staff supervised by this individual.

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>
	FINANCIAL ANALYST-E 10		ACCOUNTING TECHNICIAN-E E9
	ACCOUNTING TECHNICIAN-A 10		ACCOUNTING ASSISTANT-A 8
	ACCOUNTING ASSISTANT-E E7		ACCOUNTING ASSISTANT-E 6
	ACCOUNTING ASSISTANT-A 8		ACCOUNTING ASSISTANT-A 8
	ACCOUNTING ASSISTANT-E E7		ACCOUNTING TECHNICIAN-E
	ACCOUNTANT-A		FINANCIAL ANALYST-E P11

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work.                      |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work.                     |
| <input checked="" type="checkbox"/> Approve leave requests.            | <input checked="" type="checkbox"/> Review work.                      |
| <input checked="" type="checkbox"/> Approve time and attendance.       | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand.                  | <input checked="" 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 provides first line supervision staff, providing direction and approvals for payment documents. Assists and coordinates year end closing activities for each Fiscal Year.

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

New establishment

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

This position is in the finance area for Central Office Accounts Payable. This position supervises accounts payable staff, processing payments and day to day operations. Also, communicating with other department staff and the vendors to help them with any problems and concerns.

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 Manager 13 - 15**

Four 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 two years equivalent to a Financial Analyst P11, Accountant P11, or Auditor P11 or one year equivalent to a Financial Analyst 12, Financial Manager 12, Accountant 12, Accountant Manager 12, Auditor 12, or Auditor Manager 12.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of governmental accounting practices, automated accounting systems, business management practices, techniques used in identifying errors, office equipment, and governmental budgeting procedures: the ability to analyze financial records to plan and organize office procedures, to collect and organize accounting data, to make accurate mathematical computations to assemble and compile data in the preparation of financial and statistical reports, and to communicate effectively both verbally and in writing.

**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.*

\_\_\_\_\_  
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