

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) Bureau of Investments (BOI)
4. Civil Service Position Code Description State Bureau Administrator	10. Division Trust Accounting Division
5. Working Title (What the agency calls the position) State Bureau Administrator 18	11. Section
6. Name and Position Code Description of Direct Supervisor BRACKENBURY, ROBERT L; SENIOR DEP CHIEF INVEST OFFCR	12. Unit
7. Name and Position Code Description of Second Level Supervisor BRAEUTIGAM, JON M; SENIOR CHIEF INVESTMENT OFFCR	13. Work Location (City and Address)/Hours of Work 2501 Coolidge Road, Suite 400, East Lansing, MI 48823 / Mon-Fri 8 a.m.– 5 p.m. (Occasional extended hours)

14. General Summary of Function/Purpose of Position

This position serves as a State Bureau Administrator - Trust Accounting and Operations Bureau, reporting directly to the Senior Deputy Chief Investment Officer of the Bureau of Investments (BOI). Position will oversee the administrative functions of the Trust Accounting Division (TAD) staff. This position will be responsible for overseeing the planning and direction of all accounting and investment-related operations for BOI. The position will lead and help establish BOI's overall workflow for all essential accounting and investment-related operation processes and is responsible for improving operational effectiveness and efficiency. This position provides leadership, management, strategic vision and the understanding of processes and performance needed to achieve BOI's short- and long-term goals that align with the department's strategic goals. Position is responsible for attaining performance and development goals, works in conjunction with the Senior Deputy Chief Investment Officer, Senior Chief Investment Officer, and Director of Investments – Private Markets and Director of Investments – Public Markets and integrates key support functions effecting accounting and investments. This position will lead, motivate and support the professional development of TAD staff and operational professionals.

This position serves as the State Treasurer's representative on the boards of the Michigan State Employees' Retirement System (MSERS), Michigan State Police Retirement System (MSPRS), and Michigan Judges Retirement System (MJRS). Position will also assist with the oversight of the Venture Michigan Fund. The position will give public presentations to key stakeholder groups as necessary.

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: 30

Responsible for providing strategic direction to the Trust Accounting Division regarding the development and implementation of program objectives and determining operating policies for the investment settlement and custodian functions; collection of interest, dividends and principal payments; transactions processing accounting, and reporting SMRS' pension fund and trusts and agency funds' assets.

Individual tasks related to the duty:

- Provides direction for the reconciliation control processes, updating MAIN profiles, distributing common cash earnings to state agencies, preparing schedules for year-end closing and reporting, and preparing adjustments to limited partnership investments using the equity basis of accounting.
- Provides direction for maintaining and improving the daily cash control processes, the trading and settlement functions, preparing the accounting entries, inputting transactions, and scheduling the system processes.
- Provides direction for maintaining the accounting functions for derivative investments and the preparation of performance measurement reports.
- Provides direction for associated auditing requirements, including internal auditing, external financial audits and performance audits.
- Provide direction and enhance alignment of interest and duties between TAD and BOI's investment operations and investment divisions.
- Provides critical oversight of all operational components for essential accounting related-related processes, including support technologies.

Duty 2

General Summary:

Percentage: 30

Responsible for leading the improvement of BOI's investment-related operational strategies and building high-performing team functions. Provides strategic vision and leadership to develop effective organization processes, functions, and structures that maximize performance and align with BOI's strategies and objectives.

Individual tasks related to the duty:

- Oversee and manage external vendors supporting private market investments to ensure performance metrics are being met on a consistent basis.
- Review and oversee implementation of product enhancements from existing vendors to ensure performance metrics continue to be met and advise vendors of needed requirements for future enhancements supporting private market investments.
- Confers with the Senior Deputy Chief Investment Officer, Senior Chief Investment Officer, Director of Investments-Public Markets, Director of Investments-Private Markets and staff to assess reporting requirements, data analysis and output needs related to the investment portfolio.
- Coordinate and establish open communication channels with investment teams, TAD and legal/compliance to ensure BOI's goals and objectives are achieved in the most efficient and effective manner.
- Directs the formulation and revision of operational procedures and activities.

Duty 3

General Summary:

Percentage: 20

Provide executive direction to direct reports within TAD and a Financial Specialist. Responsible for overseeing development and training of staff to ensure the staff's skills and abilities meet the required goals and objectives established for BOI.

Individual tasks related to the duty:

- Establish policies, goals, and objectives for BOI.
- Conduct annual employee performance reviews on a timely basis.
- Select and assign staff.
- Identifies staff development needs and ensures that training is obtained.
- Reviews and evaluates the work of staff to ensure product output meets stated requirements and promote critical thinking in order to meet BOI's stated goals and objectives.

Duty 4

General Summary:

Percentage: 15

Responsible for overseeing and improving data reporting requirements for quarterly investment reports, surveys and other investment-related reports. Ensure data is accurate, consistent across investment asset classes, and meets all stated deadlines.

Individual tasks related to the duty:

- Consolidate and centralize the BOI's various data reporting responsibilities, whether by surveys or external agency reporting.
- Oversee data input by external private investment fund administrator to ensure consistent, timely and accurate data is input into BOI's data platform for reporting and analysis.
- Review and assess data output from existing systems across investment portfolios to ensure information is presented in a clear and consistent manner.
- Oversee and promote collaboration with investment staff to ensure the information output meets the needs in a timely fashion.

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

Responsible for developing, establishing and maintaining a network of peers to stay abreast of accounting and operation-related best practices amongst public pension plans. Responsible for establishing relationships with potential vendors, with a focus on accounting and investment operations.

Individual tasks related to the duty:

- Serve as a liaison with vendors, consultants, public pension peers and others as necessary to evaluate, assess and enhance BOI's accounting and operation functions that feed into BOI's accounting system.
- Attend and participate in industry-related roundtable discussions, webinars and conferences to keep abreast of current trends in accounting and operations affecting public/private market investments.
- Meet, establish and maintain relationships with current and prospective vendors.
- Attend board meetings and give public presentations to key stakeholder groups as needed.

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

- Establish procedures and policies for processing investment strategies.
- Recommend best practices to ensure the most effective and efficient accounting and investment operations functions are in place.

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

- Change of accounting-related or private market operations-related vendors.
- Change of staffing levels or staffing organization.

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 activities include sitting at a desk with significant computer usage (including participating in and conducting video conferencing meetings/calls), reading a multitude of documents and data. Standing, sitting, stooping, bending, reaching, lifting, carrying, and walking in an office environment. The ability to travel independently to attend meetings and conferences. Irregular and/or extended work hours and/or overnight stays 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>
STOUT, KAREN M	STATE DIVISION ADMINISTRATOR 17		

Additional Subordinates

To be established: State Division Administrator 17 and Financial Analyst 9-12 reporting to this SBA18 position.

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, without exception.

23. What are the essential functions of this position?

Provide strategic direction for financial planning, reporting and analysis functions within the Trust Accounting Division (TAD) to ensure alignment with BOI's investment goals and objectives. Collaborate with Chief Investment Officer and Deputy Chief Investment Officer to formulate strategic goals for TAD and investment-related operations to ensure timely and accurate financial reporting and data analysis. Ensure TAD complies with governmental accounting standards and regulations.

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

New position.

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

The function of the work area is to execute accounting and investment-related operations for BOI, and to produce the annual reports and lead year end auditing. This position will provide strategic direction for financial planning, reporting and analysis functions within the Trust Accounting Division (TAD) to ensure alignment with BOI's investment goals and objectives. The position will lead and help establish BOI's overall workflow for all essential accounting and investment-related operation processes and is responsible for improving operational effectiveness and efficiency.

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.

Desired: Possession of a bachelor's degree in business administration, accounting or finance OR A bachelor's degree in any major and a Certified Public Accountant (CPA) designation

EXPERIENCE:

State Bureau Administrator 18

Two years of professional managerial experience.

Alternate Education and Experience

State Bureau Administrator 18

Education level typically acquired through completion of high school and three years of safety and regulatory or law enforcement supervisory experience at the 14 level; or, two years of safety and regulatory or law enforcement supervisory experience at the 15 level, may be substituted for the education and experience requirements.

Desired: Two years of experience in government accounting and private/public investment operations.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of private and public investment accounting principles and operating practices.
- Ability to understand applicable investment analysis tools and metrics and have extensive experience with eFront platforms.
- Extensive knowledge of principles and techniques of administrative management, including planning, staffing, training, and reporting.
- Knowledge of state and federal laws and legislative processes related to work.
- Considerable knowledge of state government organization and functions.
- Ability to establish and maintain effective relationships with government officials, private industry leaders, vendors, professional personnel, and a variety of people at all management levels.
- Ability to present ideas effectively as expected at a management level.
- Ability to motivate and lead others.
- Must have experience working with Microsoft Office software.
- Must have excellent written and oral communication skills.
- Must have excellent organizational skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

Desired: Certified Public Accountant designation.

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.

CARLA JENKS

12/17/2025

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