

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

<b>Position Code</b> 1. STDIVADMA88N
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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> Bureau of Investments (BOI) - Trust Accounting and Operations Bureau
<b>4. Civil Service Position Code Description</b> STATE DIVISION ADMINISTRATOR	<b>10. Division</b> Trust Accounting Division
<b>5. Working Title (What the agency calls the position)</b> Trust Accounting Administrator	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> STOUT, KAREN M; STATE BUREAU ADMINISTRATOR	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> BRACKENBURY, ROBERT L; SENIOR DEP CHIEF INVEST OFFCR	<b>13. Work Location (City and Address)/Hours of Work</b> 2501 Coolidge Road, 4th Floor, East Lansing, MI 48823 / 7:00am - 4:00pm

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

This position acts as the Trust Accounting Administrator providing overall planning and direction for the operational needs of the Trust Accounting Division of the Trust Accounting and Operations Bureau, including investment settlement and custodian; collection of interest, dividends and principal payments; transaction processing; accounting; and year end reporting and reconciliation associated with the Bureau's investment fiduciary responsibilities for the multi-billion dollar investment portfolio of the State's pension plans, trusts, and other State funds.

**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**

Plan, organize, coordinate and direct the overall activities of the Trust Accounting Division.

**Individual tasks related to the duty:**

- Establish policies, goals and objectives for the Division.
- Evaluate staffing levels and determine needs.
- Conduct staff meetings to discuss operating problems, technical programs and investment activities.
- Recruit and hire new employees; counsel employees; prepare budgets and vulnerability studies.
- Ensure all yearly performance evaluations are completed on time.
- Recommend best practices within the Division and ensure staff is properly trained.

**Duty 2**

**General Summary:** **Percentage: 25**

Direct and coordinate the Trust Accounting Division's control activities, accounting practices, policies, procedures and functions.

**Individual tasks related to the duty:**

- Direct the formulation and revision of control procedures and activities.
- Coordinate the establishment and evaluation of internal controls and practices.
- Review and evaluate staff performance of work assignments and activities for compliance with established policies, procedures and deadlines.
- Engage with the Department of Auditor General, Office of State Budget, Trusts and Agencies, and Office of Retirement Services for accounting and year-end purposes.
- Respond to audit confirmation requests from internal and external auditors.
- Reconciliation of daily, monthly and annual investment balances.

**Duty 3**

**General Summary:** **Percentage: 25**

Direct and control daily, monthly and annual reporting for internal and external parties.

**Individual tasks related to the duty:**

- Direct the distribution of the State Treasurer's Common Cash earnings.
- Determine and control interface with outside custodians.
- Direct preparation of required federal reporting.
- Prepare ad hoc reports as requested by superiors.
- Respond to FOIA requests.

**Duty 4**

**General Summary:** **Percentage: 15**

Plan, coordinate, and direct the implementation of generally accepted accounting principles and practices applicable to pension plans, trusts and other State funds.

**Individual tasks related to the duty:**

- Review and direct research of new accounting principles and practices.
- Research and implement new accounting procedures and practices required for new investment strategies.
- Complete year-end reports and Annual Comprehensive Financial Report (ACFR) on time and accurately according to GASB and State accounting principles and guidelines.
- Coordinate and review the procedures and policies for providing investment accounting financial information for annual compilation of audited financial statements for the State Treasurer's Annual Report, the State of Michigan's ACFR, component unit annual financial reports for various retirement systems, and for monthly and quarterly reports for trusts and other funds.

**Duty 5**

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

Perform other duties as assigned.

**Individual tasks related to the duty:**

- Perform various accounting-related duties as requested by the Chief Investment Officer, Deputy Chief Investment Officer, Investment Division Managers, or Trust Accounting and Operations Bureau Administrator.
- Other duties and/or special projects as assigned.

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 and accounting for investment strategies. Recommend best practices and ensure compliance with GASB and internal control functions.

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

Modification of custodial agreements with custodian banks and/or change of custodian banks. Changes to 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.

Sitting at desk with significant telephone and computer usage, reading and occasionally standing and walking in an office environment. Occasional travel is 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>
WILSON, FERN A	ACCOUNTANT-A 12	VACANT	ACCOUNTANT-E
VACANT	ACCOUNTANT-E	ALGREN, LESLIE M	EXECUTIVE SECRETARY-E E10
GIENAPP, MARYELIZABETH	STATE ADMINISTRATIVE MANAGER-2 16		

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, no exceptions

23. What are the essential functions of this position?

To provide overall planning and direction for the operational needs of the Trust Accounting Division, including investment settlement and custodian; collection of interest, dividends and principal payments; transaction processing; accounting; and year end reporting and reconciliation associated with the Bureau's investment fiduciary responsibilities for the multi-billion dollar investment portfolio of the State's pension plans, trusts, and other State funds.

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

AA requesting to update the PD on file, as there is not a PD in Paris and no updates have been made since establishment in 1996. Percentage changes were made for Duties 1-4 and Duty 5 was added. Since the position was established, structural changes have occurred, names and references were updated to accurately reflect the current structure currently in place. Updates were made to the wording and references for consistency and clarity. Duties and essential functions of the position remain the same.

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

The Trust Accounting Division provides investment trust services to the investment divisions in the Bureau of Investments and to other State agencies and departments. The Administrator is responsible for overall planning and direction of the Division's operations.

**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.

*\*Highly Desired: 21 semester hours or 32 term credits in Accounting.*

**EXPERIENCE:**

**State Division Administrator 17**

Two years of experience as a professional manager or program/staff specialist, or equivalent experience.

**Alternate Education and Experience**

**State Division Administrator 17**

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

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Thorough knowledge of State and Federal laws related to investments.
- Thorough knowledge of generally accepted accounting principles and investment methodologies.
- Knowledge of departmental procedures, policies, and goals.
- Ability to communicate effectively with others.
- Ability to maintain confidentiality.
- Considerable knowledge of effective management skills, labor relations, public relations, planning, developing, and administrating investment accounting programs.
- Must have considerable experience working with Microsoft Excel and Word.
- Experience with eFront platform is highly desirable.

**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.

None

***I certify that the entries on these pages are accurate and complete.***

CARLA JENKS

5/15/2026

\_\_\_\_\_  
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.***

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Employee

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Date