

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. STDDADM1

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 Financial and Accounting Services
4. Civil Service Position Code Description State Administrative Manager-1	10. Division Financial Services Division
5. Working Title (What the agency calls the position) ASSISTANT ADMINISTRATOR	11. Section
6. Name and Position Code Description of Direct Supervisor RUTTMAN, JENNIFER L; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor NICHOLS, SUSAN R; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 7285 PARSONS RD; DIMONDALE, MI 48821 / Monday - Friday 8:00am - 5:00pm

14. General Summary of Function/Purpose of Position

This position serves as the Assistant Administrator over the Banking, Disbursements and Reconciliation area of the Financial Services Division (FSD) which oversees the State's banking relationships and provides oversight for Treasury disbursements and statewide cash and check reconciliation. This includes oversight of the Banking and Disbursements Section, and the Support Services Section. This position is responsible for overall planning directing and controlling of the Banking and Disbursements Section and the Support Services Section including banking and lockbox relationships, statewide disbursements, cash and check reconciliation and administrative duties including performance management, employee training and staff development. This position works closely with the Division Administrator to effectuate short and long-term goals of the division.

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: 65**

Serves as the Assistant Administrator over the Banking, Disbursements and Reconciliation area of FSD and oversees the State's banking relationships and provides oversight of Treasury disbursements and statewide cash and check reconciliation. Provides direction and oversight for the Banking and Disbursements Section and the Support Services Section. Administers and directs daily activities, provides guidance, problem-resolution and ensures adherence with policies, procedures, standards and guidelines.

Individual tasks related to the duty:

- Oversee and maintain the preparation of documentation and reports detailing activities of work area.
- Formulate policies, procedures, and guidelines.
- Communicate effectively both verbally and in writing with Treasury staff, financial institutions, other departments, agencies and their representatives.
- Conduct and attend meetings as necessary.
- Provide problem resolution on banking, lockbox, cash and check reconciliation, and disbursement issues.
- Directs the activities of professional and non-professional employees in the implementation of FSD's goals, responsibilities, and policies.
- Monitors activity and backlog reports and takes corrective action with manager and staff to reduce backlogs.
- Oversee internal controls; propose changes as needed.
- Review processes and activities reports to determine if goals and objectives are being met.

Duty 2**General Summary:****Percentage: 20**

Provides direction and supervision to staff. Selects and assign staff ensuring equal employment opportunity in hiring and promotions. Identifies staff development and training needs. Ensures that proper labor relations and conditions of employment are maintained. Conducts staff meetings to discuss operating problems, organization personnel matters, technical problems and the status of programs and projects. Ensures internal controls are maintained and monitored.

Individual tasks related to the duty:

- Select and assign staff, ensuring equal employment opportunity in hiring and promotion.
- Mentor work standards and ensure they are being met by all staff.
- Assign, coordinate, and monitor activities, including setting priorities and goals.
- Ensure performance evaluations, including counseling or disciplinary actions are completed in a timely manner.
- Perform routine managerial and supervisory functions, including approval of leave, coordination of vacations, and scheduling of overtime.
- Maintain two-way communication with staff through regular staff meetings and other methods.
- Monitor internal controls on an on-going basis.
- Assess the need for training and ascertains that staff is adequately trained and coached as necessary.

Duty 3**General Summary:****Percentage: 10**

Participate as a member of the FSD management team

Individual tasks related to the duty:

- Consult with management team on matters that effectaffect the Division.
- Participate and provide support as requested for other system development and implementation, including Statewide Integrated Governmental Management Applications (SIGMA).
- Make recommendations regarding administrative changes and systems changes.
- Attend and actively participate in meetings as necessary.
- Assist in the development and implementation of new approaches in the depositing process.
- Work with management team to determine if short and long-term goals and objectives are being met

Duty 4**General Summary:****Percentage: 5**

Performs other duties as assigned. Supports Treasury and FSD overall goals, strategic planning, and Continuous Improvement activities

Individual tasks related to the duty:

- Assist in the development of a timely annual business plan for FSD.
- Participate in activities that contribute to the achievement of the mission, goals, and operational objectives.
- Prepare special reports as requested.
- Serve on special projects as assigned.
- 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.

Employee makes independent decisions on who to contact in other Treasury Divisions, State agencies and financial institutions to resolve issues.
Makes decisions regarding day-to-day depositing disbursement processes and issues relating to lockbox and banking relationships., CEPAS and electronic receipting.
Makes decisions regarding depositing and issues that have an immaterial impact to the State.
Approves staffing requests and delegation of work

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

Policies or procedures that have a significant section, division, or statewide impact.
Decisions that affect contractual relationships in a material matter.
Material changes to accounting policies for Treasury, other agencies, the State's Annual Financial Statements, and cash management reports and practices.

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.

Travel, overnight stays and/or extended work hours maybe required. Meeting urgent deadlines and resolution of complex issues or problems may result in stressful situations. Work performed in a typical office environment. No unusual physical effort or environmental 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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
KEMP, TYLER J	FINANCIAL MANAGER-3 14	WILLIAMS, SAMARHIA R	FINANCIAL MANAGER-3 14

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?

Serve as the Assistant Administrator of the Banking, Disbursements and Reconciliation area of FSD and oversee the State's banking relationships and provides oversight of Treasury disbursements. Provide direction and oversight for the Banking and Disbursements Section, and Support Services Section. Direct, plan, organize and control the activities of the Banking and Disbursements Section and the Support Services Section. Oversee and direct daily activities; provide guidance; and ensure adherence with policies, procedures, standards, and guidelines. The essential duties include all requirements identified in section 18 of this position description

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 Financial Services Division (FSD) is responsible for the administration of the State's banking functions and management of receiving, processing, and depositing of monies from taxpayers and State agencies and controlling receipts and disbursements on the State's systems. The division administers the tasks necessary for executing the department's responsibility as the Central Agency responsible for statewide receipting and disbursements. This position serves as the Assistant Administrator of the Banking, Disbursements and Reconciliation area within FSD and oversees the State's banking relationships and provides oversight of Treasury disbursements and cash and check reconciliation

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. A bachelor's degree in accounting or business administration is highly desirable.

EXPERIENCE:

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Alternate Education and Experience

State Administrative Manager 15

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year 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 the principles and techniques of administrative management including organization planning, staff training, budgeting, and reporting.
- Thorough knowledge of methods of planning, developing, and administering programs.
- Thorough knowledge of: accounting theories, principles, methods, practices and terminology; department programs, policies, and procedures; Federal Reserve policies and procedures, ACH rules and regulations; credit/debit card processing; Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards (GASB) and auditing principals.
- Ability to plan, direct and coordinate program and administrative activities of a complex, interrelated and interdependent nature, where unknown and numerous contingency factors are involved.
- Ability to instruct direct and evaluate employees.
- Ability to analyze, appraise and interpret facts and precedents in making decisions.
- Ability to solve difficult and complex accounting, banking and related financial problems and collect and organize accounting data.
- Ability to analyze and recommend improvement in processes and systems; maintain records and prepare reports and correspondence related to the work.
- Ability to communicate effectively with others while maintaining favorable public relations with others in a team environment to achieve goals.
- Ability to use SIGMA and Microsoft Office Software.

CERTIFICATES, LICENSES, REGISTRATIONS:

Procession of a Certificate of Public Accountancy or Treasury Professional Accreditation is desirable. A degree in accounting or business administration is highly desirable.

FTINPRINT subclass code. 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

8/5/2026

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.

Employee

Date