State of Michigan
Civil Service Commission

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

Position Code
1. FINCALTA

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** EDUCATION
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)**
4. Civil Service Position Code Description Financial Analyst-A	**10. Division** Office of Nutrition Services
5. Working Title (What the agency calls the position) Michigan School Meals Financial Analyst	**11. Section**
6. Name and Position Code Description of Direct Supervisor DIEBOLT, MARK J; FINANCIAL MANAGER-4	**12. Unit** Fiscal and Administrative Services
7. Name and Position Code Description of Second Level Supervisor HERMAN, SARA M; STATE ADMINISTRATIVE MANAGER-2	**13. Work Location (City and Address)/Hours of Work** 608 West Allegan, Lansing, MI 48933 / 8:00 AM to 5:00 PM M-F, hybrid in person & remote

14. General Summary of Function/Purpose of Position

This position serves as the Michigan School Meals including nonpublic school sponsors recognized resource. Facilitate the operation of the Child Nutrition Programs (CNP) within the Fiscal and Administrative Services unit in the Office of Nutrition Services (ONS), specifically the Michigan School Meals program, by planning and coordinating the administrative functions necessary to implement and monitor meal reimbursement payments and reporting required by the United States Department of Agriculture (USDA) and the Michigan Department of Education (MDE). The financial analyst is responsible for creating, managing, and maintaining electronic data files, conducting risk analysis, and performing data requests for the Michigan School Meals program and the CNP.

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: 60**

This position serves as the Michigan School Meals including nonpublic school sponsors recognized resource including nonpublic school sponsors. Collect, consolidate, analyze, and maintain financial program data for the Michigan School Meals Program. Establish procedures to facilitate meal claims reimbursement and required reporting in accordance with Michigan Department of Education (MDE) and United States Department of Agriculture (USDA) regulations.

Individual tasks related to the duty:

- Administer the financial reimbursement payment process by collecting claim data, consolidating, analyzing, and maintaining program data for reporting.
- Interpret existing and proposed laws, regulations, policies, and procedures as they relate to the program.Evaluate potential implications of proposed changes, particularly to the fiscal element.
- Analyze ongoing program operations and computer systems to ensure accuracy and greater efficiency and effectiveness.
- Use and maintain computer data information to record and analyze data for various program functions.
- Develop, design, and recommend alternative strategies to address and resolve a variety of issues and problems including those related to new program goals or revised reporting requirements.
- Provide consultation to and coordinate program policies with Michigan Department of Education (MDE) and United States Department of Agriculture (USDA) agencies.
- Propose, develop, and prepare forms, instructions, manuals, guidance, and correspondence related to the claim reimbursement process, data collection, analysis, and training.
- Develop and implement methods, including controls, to assist participants with program compliance.
- Provide technical assistance to program participants in resolving errors/barriers to successful claim submission and reimbursement.
- Provide technical assistance regarding MIND 2.0 security and other fiscal matters as they relate to participants, co-workers, and other state department staff.
- Research and analyze financial transactions for appropriate reconciliation of payments and advanced payment funds.Resolve any discrepancies identified.
- Recover funds owed to Michigan Department of Education due to corrective action requirements as a result of a Resource Management Review or claiming errors by sponsors.
- Evaluate, recommend, design, and assist in implementation of modifications and enhancements to the on-line data collection and processing claims.Assess implications of changes to current systems.Document changes to claims procedures from research and development through the data collection and reporting process.
- Conduct research, analyze, and compile data regarding operations requested from various private and public organizations and state and federal agencies.
- Maintain record integrity for claim data in Michigan Department of Education (MDE) systems.
- Prepare, review, and process claim payments for sponsors for both State of Michigan 30d meal claims reimbursements and federal National School Lunch Program (NSLP) meal claims reimbursements.
- Prepare, research, and compile data to share with staff and sponsors on new and existing rules, regulations, and best practices. Present this information at conferences, webinars, and other meetings held to provide training.

Duty 2

General Summary: **Percentage: 25**

This position delivers technical assistance and training to sponsors regarding the interpretation and application of laws, rules, and policies governing Michigan School Meals meal claims.

Individual tasks related to the duty:

- Research, compile, and prepare data to assess risk in the Michigan School Meals program with an emphasis on new participants and high-risk sponsors in School Nutrition Programs (SNP) and Child and Adult Care Food Program (CACFP).
- Maintain databases to maintain the status of program financial approvals.
- Maintain records and prepare correspondence and reports related to Michigan School Meals claims matters.
- Perform research on questions from sponsors relating to school meal claims questions
- Perform updates, testing, and maintenance on systems including, but not limited to, MiND 2.0.
- Maintain record integrity for claim data in Michigan Department of Education (MDE) systems.
- Perform research, process, review, and release late claims.
- Perform analysis, testing, and guidance on new and proposed changes to new and existing systems.

Duty 3

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

Compile and collect data and conduct related research and analysis to prepare financial reports required by the Michigan Department of Education (MDE) and United States Department of Agriculture (USDA). Respond to data requests.

Individual tasks related to the duty:

- Responsible for the review and evaluation of program data for inclusion in reports.
- Implement procedures for preparing annual closeout and reconciliation reports in conjunction with Michigan Department of Education (MDE)'s Office of Financial Management.
- Design and document computer-based collection and processing systems for data analysis and reporting requirements.
- Evaluate needs for revisions and submit additional reports and requests for data compilation as required.

Duty 4

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

Other duties as assigned.

Individual tasks related to the duty:

- Serve as back up assistance to the Fiscal and Administrative Services Financial Analysts.
- Perform secondary review of claims reports per internal control procedures.
- Perform other duties and tasks as assigned.

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

Established methods and procedures are available in the form of laws, regulations, rules, guidance, and procedures but are not applicable in every situation. Independent judgment must be exercised to select the appropriate courses of action. Decisions regarding compliance audit findings, data analysis, and reporting are made independently and can impact state funding and federal reimbursement received by participants in the Child Nutrition Programs. Decisions are made on a continual basis to adapt general methods and procedures to accommodate regulatory changes related to fiscal monitoring, budgets, and claiming requirements. This position requires ability to analyze, organize, and evaluate information to make decisions related to fiscal issues. It also requires the ability to independently design and develop forms, instructional materials, provide technical assistance, and prioritize work assignments and projects to meet established timelines.

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

Decisions in highly unusual or sensitive situations that could detrimentally affect the Department and/or Sponsors. Guidance is sought when dealing with highly political or sensitive issues or when the best course of action may conflict with established policies and procedures. Supervisor's review is required when the outcome has a monetary impact to sponsor(s).

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, including overnight stays within the state as well as out of state, is required periodically. Travel is reimbursed per State of Michigan instruction. State of Michigan vehicles can be used for business purposes only. Travel schedules are determined by employee in conjunction with their supervisor. Approximately 5% of work is spent in the field monitoring child nutrition programs, providing training, and attending conferences. Stressful conditions at times due to deadline 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.

Additional Subordinates

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

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	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?

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

This is a new position.

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

The Office of Nutrition Services (ONS) provides leadership for the administration of state and federal grant programs, the monitoring of compliance and effectiveness of these programs, the provision of nutrition support activities for the benefit of children. In general, the work of Office of Nutrition Services (ONS) includes support activities which ultimately assist in increasing student achievement and ensuring high quality education for all students because of these support activities.

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 Analyst 12
Three 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 one year equivalent to a Financial Analyst P11, Accountant P11, or Auditor P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to work independently.
- Ability to maintain and foster good customer service.
- Ability to communicate well in a variety of mediums, and knowledge and ability to use the Microsoft Office Suite
- Knowledge of principles of administrative management, including budgeting techniques, office procedures, and reporting.
- Knowledge of the tools of management, such as methods development, cost analysis, procedural manuals, training materials, operating controls, records and reports, and studies applicable in evaluating programs or services.
- Knowledge of the principles of economics and public finance.
- Knowledge of program planning and budgeting.
- Knowledge of financial data sources including periodicals, manuals, and reports.
- Knowledge of financial management principles and practices.
- Ability to analyze, synthesize, and evaluate a variety of data for use in the program development and analysis.
- Ability to organize, evaluate, and present information effectively.
- Ability to interpret laws, rules, and regulations relative to the work.
- Ability to learn and utilize computer processes.
- Ability to collect and interpret information, apply criteria, and make recommendations.
- Ability to maintain records and prepare reports and correspondence related to the work.
- Ability to communicate effectively with others.
- Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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.

TASHA HARPER	11/12/2026
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**