State of Michigan
Civil Service Commission

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

Position Code
1. FINALTRE

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** DOC-CORRECTN CENTRAL OFFICE
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Budget and Operations Administration (BOA)
4. Civil Service Position Code Description Financial Alt Dept Tr-E	**10. Division** Financial Operations
5. Working Title (What the agency calls the position) Financial Analyst	**11. Section** Budget, Projections, & Accounting
6. Name and Position Code Description of Direct Supervisor VACANT; FINANCIAL MANAGER-2	**12. Unit** Financial Support Services
7. Name and Position Code Description of Second Level Supervisor HUHN, NICHOLE A; STATE ADMINISTRATIVE MANAGER-1	**13. Work Location (City and Address)/Hours of Work** Grandview Plaza; 206 E Michigan Ave., Lansing, MI 48933 / Monday - Friday / 8:00AM - 5:00PM

14. General Summary of Function/Purpose of Position

This position functions as a Financial Analyst within the Financial Operations Division of the Budget & Operations Administration of the Michigan Department of Corrections. This position is primarily responsible for providing professional financial analysis, budget monitoring, forecasting, and reporting in support of MDOC programs. The role performs systematic review, interpretation, and evaluation of budgets, expenditures, revenues, assets, and related financial data to support decision-making, ensure fiscal integrity, and maintain compliance with GAAP, State of Michigan Financial Management Guide and internal controls. Work products leverage SIGMA-Financial and Business Objects/Business Intelligence to produce timely analyses, projections, and management reports.

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**

Interprets departmental and program policies and procedures and determines appropriateness of financial allocations. Analyze financial impacts of program areas on budgetary conformance and recommend appropriate resource allocation. Ensure integrity of financial requests.

Individual tasks related to the duty:

- Evaluate MDOC program funding requests for alignment with departmental goals, legislative requirements, and statewide fiscal policies; provide analytical recommendations to leadership regarding appropriate funding strategies and resource implications.
- Develop multi-month financial forecasts by interpreting historical expenditure trends, operational drivers, utilization patterns, and policy assumptions to anticipate MDOC's future financial needs and inform long-range planning.
- Oversee and interpret revenue and expenditure performance across MDOC programs by conducting variance analyses, identifying structural or policy-based causes of deviations, and advising leadership on recommended corrective fiscal strategies.
- Perform advanced trend, sensitivity, and scenario analyses using financial and statistical data from multiple MDOC operational areas to evaluate the potential impacts of policy changes, economic factors, or program adjustments on departmental financial stability.
- Prepare analytic budget narratives, program justifications, and fiscal impact statements for internal leadership and external entities, including the State Budget Office, ensuring that complex financial issues, assumptions, and recommendations are clearly communicated.

Duty 2

General Summary: **Percentage: 40**

Performs professional-level financial evaluation, compliance assessment, fiscal modeling, and policy interpretation in support of MDOC financial operations. Provides consultative guidance, analytical training, and oversight of key departmental financial processes to ensure alignment with GAAP, State fiscal policies, and internal control standards.

Individual tasks related to the duty:

- Evaluate financial processes and internal control structures for alignment with GAAP and statewide fiscal policies, identifying gaps and recommending enhancements to strengthen MDOC's financial governance.
- Conduct financial analysis of contracts, grants, and related fiscal activity to assess cost structures, fiscal impacts, alignment with funding policies, and long-term budget implications for MDOC programs.
- Provide analytical oversight and coordination with Treasury, OFM, and SBO on emerging cash-flow trends, reconciliation risks, and year-end fiscal interpretations; develop recommendations to resolve discrepancies and improve financial practices.
- Develop and deliver analytical training to staff on interpreting financial reports, using SIGMA/Business Objects tools for decision-support, and incorporating financial metrics into program planning.
- Conduct risk assessments of MDOC financial reporting and transaction workflows to identify systemic vulnerabilities, evaluate potential fiscal impacts, and recommend mitigation strategies.
- Serve as the financial policy and compliance advisor for MDOC's lease portfolio, interpreting statewide leasing requirements, assessing fiscal obligations, and advising leadership on compliance risks and cost implications.
- Perform fiscal impact and scenario analysis on current and proposed building leases, including additions, modifications, or terminations to assess long-term budget effects and alignment with departmental financial strategies.

Duty 3

General Summary: **Percentage: 10**

Miscellaneous duties as assigned by the supervisor.

Individual tasks related to the duty:

- Develops and monitors budgets for the Departments' undistributed receipts, prepares forecasts, and analyzes financial trends to ensure fiscal integrity and compliance with state policies.
- Provide oversight of year-end accounts receivable activity by evaluating compliance with state fiscal policy, assessing proper period recognition, and advising program areas on appropriate year-end financial treatment.
- Analyze, prepare, and submit the Fiscal Year End Capital Asset report to DTMB.

- Conduct analytical review of MDOC’s lease-related financial obligations, evaluating expenditure trends, cost structures, and statewide debt accounting policies to advise leadership on fiscal impacts and potential efficiencies.
- Provides back up approval in SIGMA and coverage across Finance Section during peak cycles, ensuring continuity of operations during high volume periods.
- Review and evaluate employee travel expenditures for policy compliance, providing fiscal interpretation, identifying risk or inconsistency, and advising program staff on corrective actions.

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

Selects appropriate analytical methods, forecasting assumptions, and reporting structures; determines corrective entries and budget adjustments within established policies; proposes reallocations to resolve variances. This position requires to work independently.

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

If determined that any accounting practices are not in accordance with GAAP or there is a lack of proper internal controls.

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 constantly under time pressures. Remaining at the telephone, computer system or office to analyze expenditures and provide appropriate financial reports for monthly projections. This position requires self-determination of priorities and work flow. Must use independent judgment for most situations. Also, this position requires the ability to meet the needs of a variety of different individuals representing a wide range of viewpoints and levels of expertise. It also requires an ability to differentiate and determine different methods of handling for what appears to be, but are not, comparable situations.

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.

New establishment

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

The Financial Operations Division is responsible to pay all invoices for the Central Office of the Michigan Department of Corrections. The division is also responsible to close the accounting books for the entire Department. This position supports the Financial Operations Division by analyzing budgets, expenditures, revenues, and financial trends to ensure the Department's programs operate within fiscal and regulatory requirements. The role provides professional financial analysis, forecasting, and reporting using SIGMA and Business Intelligence tools, and helps inform decision-making by evaluating financial activity, monitoring contracts, and coordinating with statewide financial partners.

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 9

No specific type or amount is required.

Financial Analyst 10

One year 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 9, Accountant 9, or Auditor 9.

Financial Analyst P11

Two 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 10, Accountant 10, or Auditor 10.

Alternate Education and Experience

Financial Analyst (Departmental Trainee) 9

Educational level typically acquired through completion of high school and two years of experience as an Accounting Technician E9 and/or 10, Account Examiner E10 and/or 11, Account Examiner Supervisor 12, or Office Supervisor 9-10 (with the bookkeeping subclass code); or, one year of experience as an Account Examiner Supervisor 13, or Office Supervisor 11-12 (with the bookkeeping subclass code).

Educational Substitution

College credits may be substituted on a proportional basis (one year of college education may substitute for one quarter of the required experience) for up to one half of the required experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to work well with a variety of people, carry out duties independently, and have excellent communication skills, both oral and written. Must be able to communicate professionally with others. Thorough knowledge of accounting procedures and practices. Ability to assemble, compile and analyze pertinent data for the preparation of financial reports. Ability to collect and interpret information, apply criteria, and make recommendations. Experience with Microsoft 2010 preferred as well as Business Objects and SIGMA.

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**