

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

Position Code 1.

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 LEO - MSF - MEDC
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Financial Services
4. Civil Service Position Code Description State Division Administrator 17	10. Division Financial Services
5. Working Title (What the agency calls the position) Controller	11. Section
6. Name and Position Code Description of Direct Supervisor TREPKOSKI, JILL M; STATE BUREAU DIRECTOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor NELSON, JEN; CHIEF OPERATING OFFICER NON-STATE SUPERVISOR	13. Work Location (City and Address)/Hours of Work 300 N. Washington Square, Lansing, MI / Monday – Friday, 8:00 a.m. to 5:00 p.m.
14. General Summary of Function/Purpose of Position This position functions as the Controller for MEDC/MSF and will be responsible for overseeing the annual fiscal year-end close process to ensure adherence with state policies and procedures and General Accepted Accounting Principles (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB) and will serve as the main point of contact with DTMB-OFM and the Office of the Auditor General (OAG) on the annual financial audits. This position is responsible for providing management oversight of the unit managers and processes in MEDC/MSF General Ledger, Asset Administration, and Financial Support units, which includes developing policies and procedure, setting priorities, and developing goals and strategies. This position will also be responsible for overseeing the accounting and financial reporting of highly complex transactions and for the evaluation and implementation of new GASB statements.	

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: 35

Oversee the annual fiscal year-end close process to ensure adherence with state policies and procedures and General Accepted Accounting Principles (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB).

Individual tasks related to the duty:

- Develop, implement and maintain the accounting structure for the MEDC/MSF (state appropriated and other funds) in accordance with the Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standard Board (GASB).
- Ensure the development of the MSF/MEDC's internal year-end closing schedule to ensure compliance with DTMB-OFM and the OAG timelines. Ensure all required year-end transactions and audit requests are included on schedule.
- Ensure MEDC staff review and update internal control and other audit documents from the OAG.
- Serve as the main point of contact with DTMB-OFM and OAG on fiscal year-end close including audit issues and questions.
- Ensure fiscal year-end transactions, including but not limited to accruals; pension and other employee benefit trust funds; loans, equities, collateral, and participation programs are done in accordance with GAAP.
- Oversee the preparation and review of all required financial statements/schedules, footnotes, and other required documentation that are included in MEDC/MSF's audited financial reports and the State of Michigan Comprehensive Annual Financial Report (SOMCAFR).
- Ensure that the subsidiary ledger records are maintained properly and MEDC's books are closed (state appropriations, MSF and MEDC) as required by the GASB and DTMB-OFM.
- Work with the OAG to prepare and publish annual audited financial reports.

Duty 2

General Summary:

Percentage: 30

Oversee, direct, and coordinate the functions and priorities for the unit managers in MEDC/MSF's General Ledger, Asset Administration, and Financial Support units.

Individual tasks related to the duty:

- Oversee unit managers by monitoring work assignments, setting priorities, developing goals, processes and strategies, and establishing performance plans.
- Ensure direct reports are consistently meeting goals and deadlines.
- Conduct regular meetings with staff to review and resolve outstanding issues.
- Ensure ongoing development of written procedures related to the process and procedures of the units.
- Direct the work of the managers to plan, organize, and execute proper communications and relationships with other MEDC/MSF staff.
- Develop policies and procedures for the agencies' financial activities such as travel, credit cards, etc.
- Select, assign, mentor and evaluate subordinate employees, assuring equal employment opportunities in hiring and promotions.
- Assure that proper labor relations and conditions of employment are maintained.
- Evaluate staff and provide guidance and coaching to assist in meeting performance goals and measures.
- Foster teamwork within and among units.
- Identify staff development and training needs and ensure that training is obtained.

Duty 3

General Summary:

Percentage: 15

Oversee the accounting and financial reporting of highly complex transactions, including, but not limited to, leases, bonds, debt refinancing, and component units of the MSF/MEDC.

Individual tasks related to the duty:

- Ensure financial transactions are recorded in the accounting system in accordance with GAAP.
- Work with MEDC staff to obtain the information from external entities in order to record transactions and to provide required information to the OAG and DTMB-OFM as part of the fiscal year-end audit.
- Prepare or review associated footnotes that are included in MSF/MEDC's audited financial report.
- Provide documentation and as necessary meet with the OAG and/or DTMB-OFM on these transactions.

Duty 4**General Summary:****Percentage: 15**

Evaluate and implement new GASB statements.

Individual tasks related to the duty:

- Research new and upcoming GASB statements; keep CFO informed of required implementation timeframes.
- Attend training/webinars on new GASB statements.
- Represent MSF/MEDC on any State-wide workgroups involving the implementation of new GASB statements.
- Develop implementation plans for CFO's review.
- Work with DTMB-OFM and the OAG on the implementation of the new GASB statements. Ensure that implementation plans are provided and approved by DTMB-OFM and the OAG in a timely manner.
- Work with DTMB-OFM and the OAG on the re-evaluation of previously implemented GASB statements when necessary to ensure financial transactions are in accordance with GAAP.

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

Conduct special projects and other job duties as assigned

Individual tasks related to the duty:

- Research and assist on special requests and projects as assigned by CFO.
- Research State and corporate regulations and policies related to projects assigned.
- Participate in MSF/MEDC and/or State of Michigan work groups.
- Perform other related work as assigned.

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

Considerable independent judgment is used in the decisions to plan, organize, implement goals and perform problem resolutions for the division. This position independently determines the process for overseeing and managing fiscal year-end close. The integrity of MEDC/MSF's accounting system and financial statements/schedules are affected by these independent decisions.

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

When options to address a problem are politically sensitive. When there is uncertainty regarding the applicability of certain laws or regulations. Accounting entries that have a critical impact on the financial status of MEDC/MSF. Decisions that may set precedence and may impact other areas of the 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.

Typical office environment that requires an extensive amount of time working on a computer and periodic intense required deadlines especially during fiscal year-end. Position may require working beyond the normal 8-hour workday during fiscal year-end.

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>
CURTISS, JULIE	STATE ADMINISTRATIVE MANAGER-1 15		
FOX, ALEX	STATE ADMINISTRATIVE MANAGER-1 15		
HOLIEN, PATRICK	CORPORATE, MANAGER- ASSET ADMINISTRATION		
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

23. What are the essential functions of this position?

This position functions as the Controller for MEDC/MSF and will be responsible for overseeing the annual fiscal year-end close process to ensure adherence with state policies and procedures and General Accepted Accounting Principles (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB) and will serve as the main point of contact with DTMB-OFM and the Office of the Auditor General (OAG) on the annual financial audits. This position is responsible for providing management oversight of the unit managers and processes in MEDC/MSF General Ledger, Asset Administration, and Financial Support units, which includes developing policies and procedure, setting priorities, and developing goals and strategies. This position will also be responsible for overseeing the accounting and financial reporting of highly complex transactions and for the evaluation and implementation of new GASB statements.

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

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

Financial Services is responsible for the accounting, budgeting, and procurement functions for MEDC/MSF. The Controller will report to the MEDC CFO and the function of the position is to oversee the annual MEDC/MSF fiscal year-end close process and to provide management oversight of the unit managers and processes in MEDC/MSF General Ledger, Asset Administration, and Financial Support units, which includes developing policies and procedure, setting priorities, and developing goals and strategies.

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. Preferred: bachelor's or higher in Accounting, Finance, or Business Administration.

EXPERIENCE:

Two years of experience as a professional manager or program/staff specialist or equivalent experience. Prefer two years of experience completing year-end closing processes with a State control agency.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of accounting theories, principles, methods, practices, and terminology.
 Knowledge of generally accepted accounting principles.
 Knowledge of governmental accounting principles and procedures.

Knowledge of SIGMA and Business Intelligence.
Knowledge of training principles and supervisory techniques. Knowledge of employee policies and procedures.
Knowledge and experience in spreadsheets, databases, and word processing programs is essential.
Ability to analyze and recommend improvements in accounting systems.
Ability to organize, analyze, and interpret information is essential.
Ability to change priorities with short notice.
Ability to work well under pressure is essential.
Ability to instruct, direct, and evaluate employees.
Ability to communicate effectively with all levels (senior leadership, management and staff).
Ability to make timely and effective decisions.
Ability to manage and carry out multiple and complex assignments often and with very short time frames.

CERTIFICATES, LICENSES, REGISTRATIONS: CPA strongly preferred.

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.

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