

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Financial Operations Director
GRADE: 12
REPORTS TO: Business Office Director/Chief Financial Officer

POSITION SUMMARY: This is an at-will, non-partisan position. The Director of Financial Operations with the assistance and guidance of the Director of the Business Office and the House Fiscal Agency (HFA) Director establishes the annual budgets for the House and HFA and then manages the budgets to insure that expenditures are within the limits approved by the Speaker and the HFA Governing Committee.

The Director manages the Financial Operations section to provide equipment, supplies, and services to the Members and employees of the House and HFA. The Financial Operations staff operates within predetermined guidelines issued by the Speaker and accordance with generally accepted accounting principles (GAAP), and the Governmental Accounting Standards Board (GASB). The Director oversees the verification of delivery of the requested commodities or services along with prompt accurate payment and record keeping of all financial transactions.

PRINCIPAL RESPONSIBILITIES AND DUTIES:

1. The Director with the guidance and input of the Director of the Business Office and HFA Director establishes and maintains the budgets for the House and HFA and directs the year-end closing process to insure that accurate and timely information is supplied for inclusion into the Comprehensive Annual Financial Report for the State of Michigan.
2. Oversees the accurate and timely maintenance of the House and HFA Transaction Reports, preparing the necessary reports for use by the Director of the Business Office, Speaker of the House, and HFA Director for use in monitoring the current House and HFA budgets and preparation of future budgets for both. Offers input and suggestions for use in analyzing budgets.
3. Establishes and updates operating policies and procedures as required by changing procedures, laws, budget constraints and when approved, implement same.
4. Assures the rapid, accurate purchase of supplies, services and equipment, while also assuring the lowest prices, prompt delivery and quality items while following guidelines of the House of Representatives, GAAP, GASB, and State of Michigan.
5. Audits purchase transactions and request for payment processed by Financial

Operations staff.

6. Directs the maintenance and accuracy of detailed account records for various allotments for Representatives and central staff. The nature of these accounts leaves no margin for error and the Director must verify accuracy and insure that the reports are accessible on line.
7. The Financial Operations Section interacts and works with Representatives and staff. Each individual action by the Director must be considered for its future impact on existing procedures and guidelines, the total impact on the budget of said action and whether the action is beyond the authority of the Director's decision-making ability. Each individual action by the Director is subject to public review through the press and other means (public information requests) and consideration must be given on how each action will or could impact the Representatives and leadership in a highly political and volatile atmosphere. This includes compliance with House, state and federal regulations, laws, as well as acceptance of an action by the citizens of the state should the transaction be scrutinized by the press and public.
8. The Director performs other duties as assigned.

JOB QUALIFICATIONS: Bachelor's degree, and/or equivalent position related experience. The individual must have supervisory experience and a minimum of ten years of accounting experience, including knowledge of the State of Michigan budget process.