

MICHIGAN SENATE

SENATE BUSINESS OFFICE

POSITION POSTING

FINANCE – FINANCE DIRECTOR

SUMMARY

The Michigan Senate is seeking an experienced and forward-thinking Finance Director to provide financial leadership within a collaborative legislative environment dedicated to public service, accountability, and institutional integrity. This position offers the opportunity to make a meaningful impact by overseeing core financial operations, strengthening fiscal processes, supporting transparent reporting, and helping ensure the responsible stewardship of public resources. In addition to purposeful work, the Senate provides excellent benefits, generous leave programs, and a competitive 401(k) match.

Under the direction of the Director of the Senate Business Office, the Finance Director organizes, directs, and oversees Senate finance activities, including accounting, procurement, budgeting, financial reporting, audit coordination, contract review, and accounting system administration. The Finance Director establishes departmental priorities, defines staff roles and responsibilities, supervises accounting, purchasing, and administrative staff, and works closely with Human Resources and other Senate departments on financial matters.

ESSENTIAL JOB FUNCTIONS

- Proactively leads the Finance department to meet goals and objectives of the Senate; oversees the development of department personnel
- Ensures compliance with state government accounting standards as outlined in the State of Michigan Financial Management Guide
- Manages and oversees the day-to-day accounting, procurement, and financial functions of the Senate; ensures accuracy and timeliness of accounting and financial reporting of the Senate accounting system, State of Michigan accounting system, and member Staff and Office Operations Budgets; oversees and directs procurement processes and purchasing activity; monitors spending against appropriated funds and tracks self-funded insurance programs
- Manages end-of-year processes, including meeting State of Michigan reporting and closing requirements, oversight of the annual audit conducted by the Auditor General and external auditors, and opening of new fiscal years
- Develops, analyzes, and presents the annual Senate budget and related budget recommendations
- Provides ongoing budget monitoring, financial analysis, and reporting to support informed decision-making
- Coordinates financial data and documentation for public information requests, prepares accurate responses, and maintains supporting records
- Oversees security administration for accounting systems
- Develops business processes that improve the overall effectiveness of financial management, including the implementation of improved methods, systems, and procedures

- Performs management functions for department employees; interviews candidates for openings and recommends hires to the Director of the Senate Business Office; plans, assigns, and directs work; reviews performance, and rewards and disciplines employees; addresses complaints, resolves problems, and reviews leave time requests

SECONDARY DUTIES AND RESPONSIBILITIES

- Fosters a positive, accountable work environment that supports staff development and high-quality service
- Assists with development of Senate policies and procedures
- Assists with review and negotiation of financial terms for contracts
- Works closely with Human Resources on financial matters including payroll processing, system interfaces, unemployment insurance claims, and self-funded insurance programs
- Serves as a liaison to the other Senate departments and offices, vendors, state agencies, and the public, as requested by the Director of the Senate Business Office
- Develops and maintains job descriptions for staff; conducts annual performance reviews of staff as directed
- Performs all other duties, as requested by the Director of the Senate Business Office

EDUCATION /EXPERIENCE

- Bachelor's degree in accounting or finance required
- CPA preferred
- Minimum of five years' management experience required
- Minimum of five years' accounting experience required; governmental and fund accounting experience preferred
- Experience with accounting software administration and/or implementation preferred
- Knowledge of state government operations and the legislative process, including Michigan appropriation laws preferred
- Experience with the State of Michigan accounting system and Financial Management Guide preferred
- Other combinations of education and experience evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED

- Considerable knowledge of the principles and techniques of management, including organization, planning, staffing, training, budgeting, and reporting; ability to instruct, direct, and evaluate employees
- Comprehensive knowledge of Generally Accepted Accounting Principles and financial concepts
- Experience with implementing accounting and financial management best practices
- Ability to select, train, and coach employees and act decisively when performance deviates from standards
- Advanced computer skills in MS Office, accounting software, and databases
- Excellent written and verbal communication skills
- Excellent analytical and critical thinking skills
- Superior attention to detail and accuracy
- Ability to prioritize multiple tasks in a fast-paced environment, and work within time frames that may be rigid, or subject to change on short notice
- Ability to work outside prescribed work hours when necessary

- Ability to maintain confidentiality and exercise professionalism, discretion, and nonpartisanship in interactions with legislators, elected officials, staff, vendors, other agencies, and the public
- Ability to use diplomacy, discretion, and judgment in disseminating information

This job description is not intended as a comprehensive list of all of the duties required of this position. Additional duties may be assigned from time to time, and the listed duties are subject to change at any time, with or without notice.

STATUS: Salaried, with a standard benefit package

SALARY: \$120,000 - \$160,000, based on experience

GOVERNING CAUCUS: Nonpartisan

This is a non-civil service, at-will position.

Interested applicants, please submit a cover letter and resume to:

PO Box 30036

Lansing, MI 48909

Email: resume@senate.michigan.gov

The Michigan Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, sexual orientation, gender identity or expression, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 517-373-1675.