

Accountant
Colorado Department of Higher Education

POSTING DATE: September 12, 2022

CLOSING DATE: September 21, 2022

COMPENSATION: \$50,000 -\$54,000 annually

The mission of the Colorado Department of Higher Education (CDHE) is to improve the quality of, ensure the affordability of, and promote access to, postsecondary education for the people of Colorado. In pursuing its mission, the Colorado Department of Higher Education will act as an advocated for the students and institutions of postsecondary education and will coordinate and, as needed, regulate the activities of the state's postsecondary education institutions.

POSITION PURPOSE

The Accountant provides financial support for Colorado Department of Higher Education administration. This position's primary responsibility is to create and complete payment vouchers for all vendor invoices, scholarship payments, cash reimbursements, and employee travel reimbursements, and for maintaining electronic files of payment support. This position is responsible for reconciling vendor statements. Responsibilities also include reviewing vendor invoices and confirming whether invoices are paid by P-Card, EFT, or warrant. A key function of this position requires accountability to review documentation for authority, coding, completeness, receipt, and accuracy of information. This position requires the ability to explain accounts payable rules and regulations to non-accounting personnel. This position serves as a member of the Finance and Accounting unit and will report to the Controller.

ESSENTIAL DUTIES & RESPONSIBILITIES

Duties include, but are not limited to, the following:

- Interpret and understand the financial language of the assigned state, federal, and local programs.
- Process financial transaction documents in the State's accounting system (CORE), including accounts payable, accounts receivable, budget documents, procurement documents, and contracts.
- Modify payment vouchers as requested by Program Accountants or Controller to facilitate timely payments.
- Set up EFT accounts for vendors.
- Receive employee reimbursements to create payment vouchers in CORE.
- Review the employee travel reimbursements to verify the expenses are in accordance with state fiscal rules and per diem rates are proper.
- Prepare payment confirmations for assigned state, federal, and local programs to program directors.

- Review and reconcile vendor monthly statements and invoices received directly from vendors to ensure invoices have been processed for payment, resolving any discrepancies with vendors and/or internal employees and programs.
- Reconcile all general and grant ledger accounts relative to all expenditures by analyzing and investigating various types of errors and interpreting the account expenditures and balances of funds available and using the data received from all financial systems to produce accurate and complete information for grant management.
- Determine the correct posting accounts. Ensure proper documentation support, chart of account coding, authorization, mathematical accuracy, and assures that documents are in compliance with state fiscal rules, state procurement rules and department policies.
- Assists with fiscal year-end close and open accounting responsibilities.
- Cross train with the accounting unit on other assigned duties.
- Other duties as assigned.

JOB SPECIFICATIONS

REQUIRED CERTIFICATIONS:

Education: Graduation from an accredited college or university with a Bachelor's degree in Accounting or related field.

Substitutions

- Bachelor's degree from an accredited institution which included 27 semester hours of accounting or auditing coursework will substitute for the degree requirement
- Additional appropriate experience will substitute for the degree requirement on a year-for-year basis

Experience: One (1) year of professional accounting experience.

Preferred Qualifications

- Experience working in state or local government.
- Experience working with various technology used for accounting with a preference for experience and proficiency managing and administering accounts receivable.
- Experience working with CORE and infoAdvantage reporting or similar product.
- Demonstrated working knowledge of Microsoft Office suite, specifically Word and Excel.
- Interpret and understand the financial language of legislation.
- Demonstrated working knowledge of Microsoft Office suite, specifically Word and Excel.

- Ability to locate and identify discrepancies utilizing spreadsheets and other written communications.
- Ability to work with confidential information, and maintain confidentiality.
- Ability to derive facts quickly, methodically, and accurately.
- Ability to develop constructive and cooperative working relationships with others and maintain them over time.
- Excellent organizational skills; the ability to set, track, and accomplish priorities, goals, and timetables to achieve maximum productivity, knowing the status of activities at all times.
- Ability to derive logical conclusions from available information, utilizing a combination of judgment and formal guidance, in order to determine if departmental objectives have been met.
- Ability to interact with various stakeholders, both internal and external to the unit, and able to demonstrate a strong customer orientation and dedication.
- Ability to set and prioritize workload, identify short- and long-term goals and develop strategies to achieve them, and coordinate with internal and external business partners.

APPLICATION PROCEDURES:

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Cover letter and resume. Submit your completed application materials to:

HR@dhe.state.co.us

Or: Colorado Department of Higher Education
Attention: Human Resources
1600 Broadway, Suite 2200
Denver, Colorado 80202

This position is not governed by the selection process of the classified personnel system and is not part of the classified state personnel system.

Consistent with the State's Universal Policy on Flexible Work Arrangements, CDHE permits Flexible Work Arrangements (FWA) and this role qualifies for FWA participation. However, FWA is evaluated and granted by the appointing authority at their discretion based on business need, the nature and function of the work performed, and employee performance.

Employees of the State of Colorado must be authorized to work in the United States and be residents of Colorado. The Department of Higher Education does not assist with relocation expenses

Application Deadline: The position will remain open until filled. Application review begins immediately and position start is immediate.

Employment is contingent on successful completion of a criminal background check.

The Colorado Department of Higher Education offers benefits for this position which include medical, dental, vision, and life insurance available to the employee and eligible dependents on a cost share basis between employee and the Department. Disability insurance is provided at no cost to the employee. Paid leave time is accrued at 14 hours per month for vacation leave and 10 hours per month for sick leave. There are 11 paid holidays in a calendar year. Employees of the State of Colorado do not contribute to Social Security, but contribute to Colorado Public Employee Retirement Association (PERA)

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

The Colorado Department of Higher Education is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our Human Resource Director, Cindy Langan, at HR@dhe.state.co.us or call 720.264.8575.