

Budget and Financial Accountant

Colorado Department of Higher Education

POSTING DATE: November 22, 2022

CLOSING DATE: December 4, 2022

COMPENSATION: \$55,000-62,000/Annually

DESCRIPTION OF JOB:

The Budget and Financial Accountant provides budget and financial support for the Colorado Department of Higher Education administration. This position's primary responsibility is to create and complete payment vouchers for all vendor invoices, payments, cash reimbursements, and employee travel reimbursements, maintain electronic files of payment support and track budgets for the Education and Training Voucher (ETV) program and SB22-008 Higher Ed Support for Foster Youth. This position is responsible for reconciling vendor statements. Responsibilities also include reviewing expenditures and monitoring budgets. 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 and work with the foster care student navigators and director of outreach. 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:

- Process and store applications for Education Training Vouchers.
- Create an application process that enables youth to apply for financial assistance through ETV.
- Issue any federal or state tax forms as required by law
- Confer with higher education institutions to determine the amount of funding students are eligible to receive as per the Higher Education Act
- Issue vouchers in accordance with applicable Federal laws
- 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.
- Monitor and report general accounting and fund allocations to ensure that the Program Directors and staff have the most current information for decision making.
- Set up EFT (Electronic Funds Transfer) accounts for vendors.
- Review the employee travel reimbursements to verify the expenses are in accordance with state fiscal rules and per diem rates are proper.
- Maintain and monitor assigned programs' email inbox. This will include answering program and payment questions, and tracking student rosters.

- Review and reconcile monthly statements and invoices received directly from Institutions to ensure invoices have been processed for payment, resolving any discrepancies with Institutions 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 assure that documents are complying with state fiscal rules, state procurement rules and department policies.
- Assists with fiscal year-end close and open accounting responsibilities.

REQUIRED QUALIFICATIONS:

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 includes 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

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 products.
- 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, always knowing the status of activities.
- Ability to derive logical conclusions from available information, utilizing a combination of judgment and formal guidance, 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.

WORKING CONDITIONS

Works in a normal office environment. Does not require physical activity other than that typically utilized in such a setting, working with standard office equipment such as phone, fax, and personal computers. Works a 40-hour work week, either remotely, hybrid or in-office, depending on the arrangement met during employment with the supervisor during normal office hours of Monday –Friday 8-5.

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

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.

Employees of the Department must advise the Department in writing of any potential conflict of interest upon commencing employment and while employed. Conflict of interest includes supplemental employment which interferes with normal business hours or productivity levels, or alternative employment with entities or agencies with which the Department may contract for services or products. It also includes any outside employment or activity that is directly incompatible with the duties and

responsibilities of the employee's state position. Conflict of interest also includes any direct or indirect ownership of an interest in, or ability to influence (including acting as a board member or other agent for), any business or organization which has any potential, ongoing or previous interaction or business relationship with the Department.

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.