

Budget Accountant and Compliance Assistant
Division of Private Occupational Schools
Colorado Department of Higher Education

POSTING DATE: May 10, 2023

CLOSING DATE: Open until filled

COMPENSATION: \$65,000-73,000/Annually

DEPARTMENT INFORMATION:

Regulation of private occupational schools began in 1966 with the State Board for Community Colleges and Occupational Education. Subsequently, the General Assembly adopted the Private Occupational Education Act of 1981 (Act) to provide standards, to foster and improve private occupational schools, and to protect consumers against fraudulent or substandard private occupational schools.

The Division of Private Occupational Schools (DPOS) was created inside the Colorado Department of Higher Education (CDHE) in 1990. DPOS was created specifically to provide regulatory oversight of this type of educational facility. During 1998, the Private Occupational School Board (Board) was added to the regulatory regime. The Board was empowered with primary regulatory authority and DPOS became its administrative and implementation arm. DPOS and its seven-member Board are 100 % cash funded by the entities it regulates.

The Act requires that every school adheres to minimum standards. Those standards include that a school has sufficient financial resources, that it maintains a surety bond, that it has a tuition and acceptable fee refund policy, that it has adequate physical and personnel resources, and that its staff has the educational and experience qualifications to ensure that students will receive educational services consistent with the school's stated objectives, among others. The minimum standards represent a foundation for the consumer-based, mission-oriented disposition, i.e., "... to protect the citizens of this state against fraudulent or substandard private occupational schools

DESCRIPTION OF JOB:

The Department of Higher Education is hiring a Budget Accountant to provide financial support for the Division of Private Occupational Schools (DPOS) on all budget related topics and compliance analysis of school financial documents submitted to the Division for review.

Essential Duties & Responsibilities

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

- Analyzes forecasting models and systems for projecting revenue.
- Uses technical and budget expertise to evaluate and improve the quality and timeliness of information and processes related to budget development and management.
- Interpret and understand the financial language of the state programs assigned.
- Process financial transaction documents in the State's accounting system (CORE), including accounts payable, accounts receivable, budget documents, procurement documents, and contracts.
- Accounts Payable/Receivable: Develop and oversee internal policies and processes that align with CDHE/DPOS and state fiscal rules for purchasing and reimbursements. Assure bills, invoices, and employee reimbursements are in compliance with GAAP, Department, Federal, and State Fiscal Rules.
- Responsible for coding, tracking expenses, record revenue and balance spending.
- **Reporting:** The position is expected to prepare specific high-level reports to show the budget-to-actual budget status and budget projections through the federal fiscal year.
 - Actively work with the DPOS director on budget allocations. Prepare program financial reports on a monthly, quarterly, or as needed by analyzing and interpreting CORE data the program for which the financial reports are being produced.
 - Analyze trends affecting budget needs including rollover funds, and monitoring organization-wide purchasing to ensure compliance is met with established policies including purchase orders, contracts and cost share agreements.
- Reconcile monthly procurement cards, allocate chart of accounts in US Bank and process monthly PRC1 payments.
- Manage the upload of purchase card transactions to ensure and enforce policies and procedures are adhered to the procurement of goods and services.
- Reconcile all DPOS 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 cash funds received and grant management applicable to DPOS budget.
- Determine the correct posting accounts. Ensure proper documentation support, chart of account coding, authorization, mathematical accuracy, and assure that documents are compliant with state fiscal rules, state procurement rules and department policies and The Private Occupational Schools Act.
- Execute year end closing of all accounts related to programs assigned by utilizing and analyzing CORE and other financial information.
- Assists with fiscal year-end close and open accounting responsibilities.
- Compliance review of financial documents and information submitted by schools to determine the financial stability and viability of the schools, specifically, the Division oversees over 280 in-state and out-of-state post-secondary institutions (in order to

receive and maintain state authorization, all initial schools/applicants must submit financial documents that show financial stability of the school. Additionally, each approved school is required to submit financial information for review with their triannual renewal application by the Division and Board to ensure compliance with the financial stability minimum standard.).

- Evaluate and assess financial complaints and calculate bond refunds due to students as a result of Division or Board actions or school closure.
- Work collaboratively with the DPOS director, department legislative liaison and budget team to prepare reports and information needed for legislative bills, fiscal notes, audits, or other reviews or requests.
- Cross train with the budget unit on other assigned duties.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

Education: Graduation from an accredited college or university with a degree in Finance, Business Administration, Accounting, or related field.

Experience: Three (3) years of professional experience in professional budget and/or accounting is desired.

Competencies:

- Demonstrated working knowledge of Microsoft Office suite, specifically Word, Excel, & Access;
- 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;

PREFERRED QUALIFICATIONS:

- Experience in Interpreting and understanding the financial language of legislation
- Experience working with CORE (Advantage), reviewing, approving, and monitoring expenses
- Working knowledge of Generally Accepted Accounting Principles and Practices Maintained accounting or billing experience for Federal grant
- Preference will be given to candidates with government accounting experience
- Preference will be given to candidates who demonstrate experience and knowledge related to budgeting and accounting.
- 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, during normal office hours of Monday – Friday 8-5. (Initial training will require more office hours and remote & or hybrid work will be an option provided work continues to meet supervisors' approval).

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.

Application Deadline: 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.

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.

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.