

Director of Budget and Grant Compliance

Colorado GEAR UP Colorado Department of Higher Education

POSTING DATE: February 6, 2024

CLOSING DATE: Open Until Filled

COMPENSATION: \$78,000-\$87,000

JOB TYPE: Grant Term - The grant project ends September 2025. However, we anticipate being eligible for a no-cost extension for an additional year. We will also apply for another 7-year grant cycle.

FLSA STATUS: Exempt

DEPARTMENT INFORMATION: *Colorado GEAR UP (CGU) is a 7-year federal grant (2018 – 2025) that is funded by the U.S. Department of Education (USDOE) and is managed by the Colorado Department of Higher Education (CDHE). CGU is a pre-collegiate service program that is designed to increase the number of low-income students who are prepared to enter and succeed in postsecondary education. Students who successfully fulfill program participation expectations and meet the scholarship criteria may be eligible to apply for the CGU scholarship. The CGU program has been an active grant in Colorado since 1999. For more information about the program, please visit www.coloradogearup.org*

DESCRIPTION OF JOB: CGU is seeking an individual to lead the project's: 1) Operational Budget | 17.5 million; 2) Scholarship Trust | 17.5 million; 3) Grant Compliance; and 4) *Project Management or School Management/Staff Supervision.

ESSENTIAL DUTIES & RESPONSIBILITIES

BUDGET RESPONSIBILITIES

Policies and Procedures:

- **Federal Fiscal Rules and Regulations:** Review, interpret and implement federal legislation, rules, regulations, directives, and guidelines of the grant. Coordinate and monitor requested responses to the federal government and/or auditors as needed.
- **State Policies and Procedures:** Implement CDHE's accounting policies and procedures, including compliance with GAAP, state fiscal and procurement rules. Interpret and understand Colorado State Government financial language. Maintain the integrity of the CDHE's accounting system in accordance with state and federal regulations and CDHE policies.

Accounts Payable/Receivable:

- **CORE:** Review and approve transactions within the CORE, the State's accounting system, as needed. Create and process financial transaction documents in the State's accounting system (CORE), including budget documents, Account Payable documents (GAX), Account Receivable documents (CR), review of payroll documents, UDOCs, Internal Exchange Transactions (IET), Internal Transaction Initiator (ITI); Internal Transaction Agreement (ITA), and JV entries.
- **Purchasing:** Review, approve and manage all purchases for the project including purchases for employees, students and student related activities.
- **P- Card:** Review, approve and manage all P-Card expenses. Complete reconciliation monthly.
- **Invoices:** Review, approve and manage payments.
- **Contracts, Purchase Orders and Indirect:** Negotiate, approve, and manage contracts, indirect and cost share agreements. Plan, organize and oversee logistics for contracts involving professional development opportunities including conferences, retreats, meetings, workshops, travel and contracts for student related activities. Approve and manage payment disbursements.
- **Reimbursements:** Review and approve employee travel and project activities reimbursements. Verify expenses in accordance with state fiscal rules and per diem rates.
- **Tutors:** Manage tutors timesheets and approval for bi-weekly payment.
- **Vendor Relations:** Establish and maintain vendor relationships for products and services. Facilitate price negotiation as needed.
- Responsible for coding, tracking expenses, record revenue and balance spending.

Budget Management:

- Drawdowns: Execute the drawdowns from the federal draw system and manage the cash revenue from the federal draw system.
- Annual Budget: Create and manage an annual budget. Actively work with the program director on allocations for each federal budget line including carryforward.
- Forecast: Create and monitoring a quarterly and annual forecast.
- Reconciliation: Reconcile all general and grant ledger expenditure accounts and fund allocations to ensure that Program Director and Project Director have the most current information for informed decision making.
- Internally Tracking System: Create, update, and maintain logs for all transactions. Ensure proper documentation support, chart of account coding and authorization and mathematical accuracy.

Reporting:

- Budget-to-Actual: Prepare specific high-level reports to show the budget-to-actual budget status and budget projections monthly, quarterly and annually. Analyze, investigate, and interpret CORE data, the program for which the financial reports are being produced.
- Federal Reporting: Oversee and complete the budget sections of the federal Annual Performance Report and the Final Performance Report.

Training:

- Provide training and support for field staff on budget related policies and procedures, as needed.

SCHOLARSHIP RESPONSIBILITIES

- Scholarship Trusts: Oversee and monitor the CGU Scholarship trusts expenditures.
- Scholarship Disbursements: Approve scholarship disbursements as needed.
- Reconciliation: Reconcile scholarship disbursements and refunds monthly using CORE, the GEAR UP Scholarship Portal and other financial records.
- Scholarship Interest: Monitor and record interest revenue from the trust account.
- Reporting: Prepare monthly, semester and annual reports to show budget-to-actual status to ensure the program's directors have the most current information for informed scholarship management.
- Federal Reporting: Complete the scholarship section of the federal Annual Performance Report and the Final Performance Report.

GRANT COMPLIANCE RESPONSIBILITIES

- School Partner In-Kind: Manage and oversee in-kind with high school staff and high school partners.
- Scholarship Match: Manage and oversee scholarship match with participating institutions of higher education and other scholarship programs.
- 3rd Party In-Kind: Manage and oversee in-kind opportunities with 3rd party entities.
- Time & Effort: Manage time and effort.
- Reporting: Prepare semester and annual reports to show match progress.
- Federal Reporting: Complete the match section of the federal Annual Performance Report and the Final Performance Report.
- Training: Provide training and support for field staff on in-kind related policies and procedures and support for partners, as needed.

***SCHOOL MANAGEMENT/STAFF SUPERVISION**

- High School Services: Oversee and manage high school program services for 5 high schools including but not limited to college and career readiness workshops, one-on-one mentoring and advising, college visits, STEM activities, concurrent enrollment, parent events, CLEP testing, summer programs and senior workshops and events including college applications, financial aid (FAFSA, CASFA, CSS Profile, etc.), scholarships, Decision Day event, Senior Bootcamps and transition activities.
- Staff Supervision: Provide supervision for 6 advisors. Provide leadership, support, guidance and monthly training for upcoming tasks and activities.
- Meetings & Support: Facilitate monthly meetings to review tasks and activities in progress and to review upcoming tasks. Communicate with staff weekly to check-in on ongoing tasks.
- College Services: Assist with managing college program services that are provided by the 6 advisors. This includes monitoring the completion of monthly milestone tasks focused on student success, retention, persistence, and new enrollments.

- Reporting: Review and analyze high school and college reports weekly to drive program services outcomes. Identify areas for improvement and implement support when needed.
- Data: Review & monitor federal data for high school and college students in the CGU database and student activities in the CGU Portfolio.
- Performance Reviews: Complete staff evaluations annually.

***PROJECT MANAGEMENT**

Project management tasks will vary and will change month-to-month as program activities change. The Project Management role will allow for the opportunity to learn about various facets of the program including but not limited to: precollegiate services, postsecondary services, database platforms and communications tools.

**The role of Project Management or School Management/Staff Supervision will be determined upon hire based on qualifications, experience and aligned skill set.*

QUALIFICATIONS

Required Qualifications

- Bachelor's degree in accounting, finance, or related field. Degree substitution – Senior level professional experience in accounting and budgeting will substitute a bachelor's degree on a year for year basis.
- Four years of professional accounting/budget experience, with demonstrated experience with CORE (accounting system) and InfoAdvantage (reporting system).
- Ability to interpret and understand the financial language of legislation and state fiscal rules.
- Experience working in state or local government.
- General ledger & reconciliation accounting experience.
- Professional knowledge of general accounting practices and standards, including GAAP, GASB, State fiscal rules, State financial reporting and State Auditor requirements.
- Ability to locate and identify discrepancies utilizing spreadsheets and other written communication.
- 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 ask and investigate second and third order questions; and translate accounting rules and regulations to non-accounting personnel.
- Effectively communicate with staff, school partners, colleges and vendors to resolve accounting issues as they arise.
- Proficiency in Microsoft Office suite, specifically Word, Excel, and Outlook.
- In addition to the qualifications listed above, for the School Management/Staff Supervision role, the following qualifications must also be met:
 - 2 years of supervisory experience in a professional setting.
 - 2 years of professional experience working in a high school or college setting.
 - Basic knowledge of financial aid, college admissions, college placement and admission assessments, concurrent enrollment, and scholarships.

PREFERRED QUALIFICATIONS

- Master's degree.
- USDOE Federal grant experience including knowledge of federal fiscal rules and regulations, grant compliance and reporting.
- Grant writing experience
- Passionate about the success of students in relation to the mission of the CGU program.

REPORTING- Director of Budget and Grant Compliance reports to the Program Director.

WORK SCHEDULE - This is a full-time, year-round position. Some in-state and out of state travel is required.

APPLICATION PROCEDURES:

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: 1) Letter of Application 2) Resume or Vitae 3) List of at least three professional references. 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.

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.

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)

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 minimum 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. 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 Department must advise the Department in writing of any potential conflict of interest upon commencing employment and while employed. A 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 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.