

Budget and Contract Manager
Department of Higher Education

Posting Date	June 17, 2024
Closing Date:	July 5, 2024
Compensation:	\$65,000-\$75,000
Job Type:	Full Time
FLSA Status:	Exempt

Department Information:

The mission of the Colorado Department of Higher Education (CDHE) is to support students, advocate, and develop policies to maximize higher education opportunities for all. Our vision is that all Coloradans will have an education beyond high school to pursue their dreams and improve our communities

OUR MISSION

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OUR VISION

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OUR VALUES

Collaborative
Data-Driven
Inclusive
Student-Focused

Description of Job

Position Purpose

The Colorado Opportunity Scholarship Initiative (COSI) Budget and Contract Manager is responsible for all aspects of COSI financial management, contracting, accounts payable processing, invoicing and billing, financial reporting and analysis, and enforcement of the state and federal fiscal rules and regulations, department policies, and procedures. The Budget and Contract Manager will serve as the lead in COSI-related accounting services, grantee accounting support, budget, and CORE. The Budget and Contract Manager is

responsible for managing multiple projects and revolving timelines under the guidance of the COSI leadership team and in partnership with the Department's accounting and finance teams. The ideal candidate will have a strong background in financial management, exceptional analytical skills, and experience in contract administration and with the state's CORE fiscal system.

A portion of funding for this position is tied to Coronavirus State and Local Recovery Funds (SLFRF). SLFRF funding is anticipated to be available through FY 2026. This position is expected to support general COSI and SLFRF. Approximately 70% of work time will be spent on general COSI programming and 30% on SLFRF-funded programming.

Essential Duties & Responsibilities

The responsibilities include, but are not limited to:

Contract Management: Provides grant management accounting services through the grant's module CORE; Process and manage formal invitations for bids and contracts; Develop contracts by gathering required vendor and financial data from various sources; establish and amend grants, oversee the contract signature process, and ensure that contracts comply with all regulatory requirements, track contract milestones and deliverables, ensuring adherence to timelines and budget constraints. Work with the Office of the State Controller to ensure all contracts meet state requirements. Maintain a comprehensive contract management system, ensuring all contracts are accurately recorded and easily accessible.

Grant payments: ensure documentation is received from grantees to initiate payments, collect, and track Proof of Funds from grantees, and payments are made on time, initiated in the system, tracked in the database, and communicated with the grantee. Coordinate with program managers and COSI Leadership regarding grantee compliance; maintain detailed records of all grant-related fiscal transactions; verify and process payment requests, ensuring adherence to grant agreements and budget allocations.

Grant database management: Maintain and manage the grant database, ensuring accurate and complete data entry for all aspects of contracts, amendments, payments, and reporting. Track and communicate when payments and/or finance-related items are out of compliance.

Grantee support: Act as liaison between COSI and grantees and their teams, providing timely communications and support regarding all financial and contractual aspects of COSI, such as grant contracts, amendments, and payments. Serve as liaison with financial aid personnel at IHE's to coordinate direct student scholarship dollars. Communicate with grant administrators and grantors to resolve issues and detect unrecorded expenditures.

Accounts Payable/Receivable: Develop and oversee internal policies and processes

aligned with CDHE and state fiscal rules for purchasing and reimbursements. Process and oversee bills, invoices, and employee reimbursements comply with regulations. Responsible for coding, tracking expenses, record revenue, and balance spending. 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. Execute year end closing of all accounts related to programs assigned by utilizing and analyzing CORE and other financial information. Prepare and manage accounts receivable, ensuring timely collection of outstanding funds

Division budget: Develop and manage the annual budget process, including forecasting, planning, and coordination with COSI Leadership. Monitor and analyze budget performance, providing regular reports and insights to COSI Leadership. Use technical and budget experience to evaluate and improve the quality and timeliness of information and processes related to budget development and management. Reconcile all COSI 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 COSI budget. Analyze trends affecting budget needs including rollover funds, and monitoring division-wide purchasing to ensure compliance is met with established policies including purchase orders, contracts, and cost share agreements.

Reporting: Aide in internal and external reporting requests, receivables spreadsheets, state/federal financial reporting, and audit requests as applicable. Reporting for grants may include accounts payable, accounts receivable, reconciliations, and final reporting. 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. Prepare program financial reports on a monthly, quarterly, or as needed by analyzing and interpreting CORE data for the program for which the financial reports are being produced.

Vendor relations: Establish and maintain vendor relationships, including program contacts and grantee fiscal agents.

Compliance: Ensure compliance with applicable rules, regulations, department, and State procedures. Collaborate with the COSI Managing Director, department legislative liaison, and budget team to prepare reports and information needed for legislative bills, fiscal notes, audits, or other reviews or requests.

Staffing and Payroll: Prepare division staffing patterns and reports. Work with COSI leadership to reevaluate annually and adjust as necessary. Maintain payroll information by collecting, calculating, and entering data into the payroll system, retrieving data when necessary, and preparing reports. Monitor and reconcile payroll expenses against budget allocations.

Department support: This position is integral staff contact for division fiscal members on all transaction issues and interacts with all levels of staff within CDHE concerning problems and questions. This position serves as an essential position in the accounting unit, assisting the controller with COSI-specific grant management, billings, revenue and receivable postings, accounts payable processing, grant budgets, and reconciliations for the month, quarter, and year-end.

Training: Attend contract and procurement training and meetings provided by the State on a regular basis to remain updated on changes to regulations and guidelines. Develop and update organizational guidelines as needed for contracts and procurements. Provide recommendations for department policy changes related to contracts and procurements. Develop procedure manual and internal transmittal forms for management of the various contracts and procurements. Provide training to department employees on contract workflow and procurement workflow. Serve as the primary point of contact for all contract-related inquiries, providing clear and concise information to internal and external stakeholders.

Program support: Identify opportunities for improvement and growth within the program. Think creatively and work collaboratively with the Director to launch and drive new initiatives from inception to implementation. Assist with the request for proposal and review process for grant programs. Act as a collaborator and active team member, contributing to various projects as necessary throughout the year.

Events: Support the team in coordinating and executing grantee symposiums, regional grantee meetings, site visits, webinars and online meetings, social media, website, and communications. Plan, organize, and oversee logistics and contracts for professional development opportunities, including conferences, retreats, meetings, workshops, and travel.

Other Duties & Responsibilities: Performs other duties as assigned.

Minimum Qualifications, Substitutions, Conditions of Employment & Appeal Rights

Minimum Qualifications

Bachelor's degree in accounting, business, or related field required, and three years of full-time work in accounting, finance, and/or auditing.

Preferred Qualifications

Experience working with CORE and info Advantage reporting.

Experience working with various technologies used for accounting.

Strong knowledge of financial principles, budgeting, forecasting, and contracts

Proficiency with Microsoft Office applications, including Word, Outlook, Excel, & PowerPoint; with a focus on in-depth knowledge and experience using Excel and the ability to do pivot tables and data analysis

Excellent verbal and written communication skills

Attention to detail and thoroughness in completing work tasks

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

Strong interpersonal skills; demonstrated proficiency in working collaboratively with internal teams and technical and program partners

Critical thinking: ability and motivation to develop solutions to complex, interpersonal processes and systemic challenges, and ability to use critical thinking when making decisions or solving problems

Self-starter & self-directed, and ability to work independently as well as be a team player

Ability to manage multiple priorities and meet deadlines in a fast-paced environment

Experience managing federal grants

Experience working in state or local government

Experience working in the higher education field

Experience working with various technologies used for accounting with a preference for experience and proficiency in managing and administering accounts receivable

Supplemental Information

The Colorado Department of Education is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We do not discriminate on the basis of race, ethnicity, age, religion, social class, national origin, marital or parental status, pregnancy, disability status, sexual orientation, gender, gender identity or expression, veteran status, or political affiliation. We are committed to fostering a culture of inclusion and an environment of

representation diversity, and encourage individuals of many identities, backgrounds, and experiences to apply.

Any person with a disability as defined by the Americans with Disabilities Act (ADA) may be provided a reasonable accommodation upon request to enable the person to participate in the hiring process. To request accommodation, please email hr@dhe.state.co.us as soon as possible. The requestor may be asked to provide additional information regarding functional limitations and the accommodation requested.

How to Apply

Only complete applications submitted by the closing date for this announcement will be given consideration. Failure to submit properly completed documents by the closing date of this announcement will result in your application being rejected.

Applicants **MUST** submit a resume detailing how their experience and background address the stated minimum and preferred qualifications/competencies of the job and attach it to the online application. Applications left blank or marked "See Resume" will not be accepted.

Complete Applications must include the following documents

A complete online application

A resume (attached to your online application).

Benefits Include

Medical

Dental

Vision

PERA (Retirement

Employee Life Insurance

Dependent Term Life Insurance

11 Paid Holidays a year