



State of Colorado
Budget and Financial Accountant

SALARY	\$4,750.00 - \$5,583.33 Monthly \$57,000.00 - \$67,000.00 Annually	LOCATION	Denver Metro, CO
JOB TYPE	Full Time	JOB NUMBER	081324GAA
DEPARTMENT	Colorado Department of Higher Education	OPENING DATE	08/13/2024
CLOSING DATE	8/26/2024 11:59 PM Mountain	FLSA	Determined by Position
PRIMARY PHYSICAL WORK ADDRESS	1600 Broadway, Suite 2200 Denver, CO 80202	FLSA STATUS	Exempt; position is not eligible for overtime compensation.
DEPARTMENT CONTACT INFORMATION	Corey Evans, Corey.evans@dhe.state.co.us	TYPE OF ANNOUNCEMENT	This announcement is not governed by the selection processes of the classified personnel system. Applications will be considered from residents and non-residents of Colorado.
HOW TO APPLY	Please submit an online application for this position at https://www.governmentjobs.com/careers/colorado . Reach out to the Department Contact to apply using a paper application, including any supplemental questions. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed.		

Department Information



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 advocate for the students and institutions of postsecondary education and will coordinate and, as needed, regulate the activities of the state’s postsecondary education institutions.

Description of Job

Reporting to the Budget Director, this position serves the role of Budget and Financial Accountant and is a member of the Department of Higher Education Budget Services Team (DHE-BST).

In total, the DHE-BST is responsible for all areas of state budget and finance in support of Colorado's public colleges and university governing boards as well as the internal department budget and finance functions.

Collectively, the DHE-BST is responsible for:

- The development of state budgets (both operating and capital construction)
- Statewide financial aid administration and the administration of the College Opportunity Fund program
- In addition to other financial policy areas such as state tuition policy and the allocation of state funds amongst postsecondary education institutions.

The Budget and Financial Accountant will be responsible for:

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.

Essential Duties & Responsibilities

- Administer and monitor Education Training Voucher payment transactions
- Administer and monitor SB22-008 payment transactions
- 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.

Minimum Qualifications, Substitutions, Conditions of Employment & Appeal Rights

Education

- Bachelor's or graduate degree in finance, accounting, public policy, political science, higher education or a related field 8 years' experience can be substituted for a Bachelor's degree

Skills

- Proficient in Microsoft Office (Word, Excel, PowerPoint), and the ability to quickly learn other software systems.
- Ability to read and interpret Colorado Revised Statutes and agency policies;

Competencies

- Experience working with various technology used for accounting with a preference for experience and proficiency managing and administering accounts receivable.
- Ability to work effectively in both independent and team situations;
- Strong analytical thinker
- Ability to produce accurate and comprehensive analytical documents under tight deadlines and demonstrated flexibility to adapt to changing assignments
- Ability to take initiative to solve problems in an innovative manner
- Strong time and project management skills, including prioritization and multi-tasking ability
- Excellent reasoning, investigative, analytical, and problem-solving skills
- Excellent facilitation, presentation, and communication skills, both written and oral
- Strong attention to technical detail and accuracy
- Excellent interpersonal skills, time management skills, and the ability to work effectively and under pressure with a team of co-equals to meet tight and rigid deadlines.
- Ability to present technical information to non-technical audiences and in leading collective decision making
- Knowledge of the executive/legislative decision-making process
- Knowledge of analytical methods and techniques used in higher education finance

Preferred Skills

- Experience working in state or local government.
- Experience working with CORE and infoAdvantage reporting or similar products.
- Have working knowledge of the State's budgeting (PB) and accounting (CORE) software.
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Supplemental Information

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. The duties, expectations, and actions listed for this role may change at any time with or without notice.

HOW TO APPLY:

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Cover letter and resume.

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

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

WORKING CONDITIONS

Works in a typical office environment. It 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. CDHE operates in a hybrid environment with both remote work and work from the office as needed.

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BENEFITS

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 10 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)

EEOC/ADA INFORMATION

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 at HR@dhe.state.co.us or call 720.264.8575.

Benefits

Please note that each agency's contact information is different; therefore, we encourage all applicants to **view the full, official job announcement** which includes contact information and class title. Select the job you wish to view, then click on the "Print" icon.

Agency

State of Colorado

Address

See the full announcement by clicking the "Printer" icon located above the job title
Location varies by announcement, Colorado, --

Website

<https://careers.colorado.gov/>

Budget and Financial Accountant Supplemental Questionnaire

*QUESTION 1

Have you uploaded your cover letter and resume?

- Yes
 No

* Required Question