

# Chief Financial Officer

Colorado Department of Higher Education

**POSTING DATE:** August 10, 2022

**CLOSING DATE:** Open until Filled

**COMPENSATION:** \$115,000 -125,000/annually

## **DESCRIPTION OF JOB:**

The Chief Financial Officer (CFO) is tasked with establishing and implementing the overall budget strategy for the Colorado Commission on Higher Education and oversees Departmental budget issues. The position plays an integral role in the Colorado Department of Higher Education through budget development, external engagement, internal collaboration, and leadership of the Budget Services Team (BST). The position maintains a general knowledge of public higher education financial issues, trends, and strategies at a state, national, or institutional level. The position reports directly to the Executive Director.

Internally, the CFO oversees the daily activities of Budget Services Team members and provides leadership for the division, with a focus on innovation, collaboration, and customer service. Within the Finance Division and the Department overall, the CFO works with staff to maximize the utilization of internal resources, implement statute with a fiscal impact, and address budgetary questions in support of the Department's mission and goals.

The CFO leads the Department's external budget work through coordinating and communicating with the Office of State Planning and Budgeting (OSPB), the Joint Budget Committee (JBC), the Capital Development Committee (CDC), other legislative entities, and institutional chief financial officers. The external coordination of this role and the BST will ensure the Department's status as the honest broker of the budget request and allocations to institutions of higher education. This role will lead the development of the Department's operating budget request, tuition spending authority request, other budget items, and the implementation of budget-related policies and legislation.

## **Essential Duties & Responsibilities**

- Leads the development and submission of the state budget submission process in coordination with budget team members, the Office of State Planning and Budgeting, and the Joint Budget Committee.
- Reviews all budget related materials including written requests and documents submitted to the Colorado Commission on Higher Education.
- Oversees Colorado's outcomes-based funding model, and in coordination with budget team and data team staff updates data, makes any necessary revisions, and oversees discussions of the model with the institutional CFOs.
- Provides leadership, direction, and supervision, for the budget services team through:
  - Planning and development: plan, assign, and review work to ensure high quality work that aligns with the Department's mission and goals.
  - Continuously coaches and mentors budget team staff through annual evaluations, regular one-on-one meetings, and identifying growth and training opportunities for the team.
- Advises the Colorado Commission on Higher Education of overall finance trends in higher education and the state and works with the budget team to present the annual budget request items.
- Supports the Executive Director in all budget-related endeavors and meetings related to the higher education budget and finance policy in Colorado and prepares the Executive Director for the Governor's Office briefings and all legislative budget testimony.
- Coordinates all CFO meetings and engages directly with the institutional CFOs on budget matters.
- Supports and assists the accounting team in year-end close and the set up for a new budget year.
- Implements all finance and budget related legislation or coordinates with appropriate staff.
- Works directly with the legislative team to secure the budget through the legislative process.
- Fosters relationships with external stakeholders.
- Serves as a resource to other DHE staff on all budget related issues and items.
- Works with Department leadership to implement and develop items related to the Governor's priorities and the Commission's Strategic Plan goals.

## **REQUIRED QUALIFICATIONS:**

- Strong knowledge of Colorado's budget and legislative processes; advanced knowledge of state finances, administration and allocation of funds, budget planning, and management.
- Ability to manage a constituency with competing interests.
- Experience in personnel management with oversight of a staff of at least 10 people; staff hiring, performance management, staff effectiveness, professional development, and building team culture.
- Skill in evaluating complex information and collaborative problem solving, especially related to fiscal conditions, budget operations, and oversight and presenting findings in informative, written reports or verbal communication.
- Ability to advance complex policy and finance issues through effective relationship building, understanding, and communication with other state-level partners, including institutional CFOs.
- Demonstrated ability to read, understand and implement statute and policy.
- Effective written and oral communication skills, especially as it relates to communicating complex financial or policy topics in a clear, concise way.
- Excellent customer service skills.
- Strong public speaking skills and a comfort with presenting to a variety of stakeholders.
- Comfort and ability to work in a fast-paced environment.

## **Experience**

- Minimum of four to six years of progressive responsibility in multiple of the following areas:
  - Public policy development and implementation;
  - Budget Development, preparation, and execution;
  - Staff performance management, effectiveness, professional development, team culture, and oversight of a staff of at least 10 people;
  - Development of long- and short-term goals and objectives;
  - Program evaluation; and
  - State finance and budget.

## **PREFERRED QUALIFICATIONS:**

Knowledge of higher education institution financial issues, the Department's statutory authority, policies, standards, and constitutional authority as it relates to higher education are not expected at time of hire but will be required for success in the role.

## **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 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)

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.

## 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](mailto:HR@dhe.state.co.us)

Or:

Colorado Department of Higher Education  
Attention: Human Resources  
1600 Broadway, Suite 2300  
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.

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](mailto:HR@dhe.state.co.us) or call 720.264.8575.