

Controller

Colorado Department of Higher Education

POSTING DATE: April 10, 2023

CLOSING DATE: Open until filled

COMPENSATION: \$87,000-\$97,000/Annually

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 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:

The Controller manages the accounting unit for the CDHE and oversees all aspects of the Department's internal budget, managing five to six full-time staff and occasional part-time and temporarily assigned staff as required to meet the needs of the agency. S/he applies federal regulations, state statutes, fiscal rules, and Generally Accepted Accounting Principles (GAAP) to all financial transactions. The Controller is responsible for establishing accounting processes for the Department and developing the staffing patterns to meet deadlines and complete all required functions. This position requires knowledge of and active work in multiple financial systems including CORE, CPPS, OnBase, HRDW, US Bank, and Wells Fargo, among others, and will be called upon to problem-solve and train others in all systems. The role is highly transaction-based, and involves a great deal of analysis, research and interpretation of statute, policy, guidance and rules and the ability to communicate decisions and procedures effectively. The Controller serves as a member of the Finance and Accounting unit and reports to the Chief Financial Officer.

Essential Duties & Responsibilities

This position is responsible for:

- Overseeing the accounting staff, which is responsible for numerous key functions including payroll processing and benefits administration, accounts payable, accounts receivable, contracts encumbrance management, and financial management of grants awarded to the department by external sources.
- Working with payroll and payments staff to ensure proper accounting procedures are followed, all deadlines are met.
- Serving as the designated backup for all positions supervised to cover vacancies and leave.

- Designing, implementing, and operating all accounting sub-systems established by the CORE platform.
- Exercising decision-making authority in compliance with State Fiscal Rules, State Fiscal Procedures, and Federal regulations.
- Providing direction and expert opinions to the department management and fiscal staff on complex accounting issues.
- Diagnostic reporting, budget to actuals, and other departmental reporting as delegated by the CFO and Executive Staff.
- Executing monthly and year-end closing of all funds and accounts by utilizing and analyzing CORE; making adjusting JV entries, cleaning up general ledger accounts and producing required financial reports and exhibits using the information available in CORE.
- Monitoring budget balances and resolving any problems with the budget division by preparing budgetary documents for allocations, transfers, increases, decreases and corrections.
- Reporting to the State Auditor's Office
 - Submit all auditor requests
 - Prepare all internal control narratives

REQUIRED QUALIFICATIONS:

Education & Experience:

- Graduation from an accredited college or university with a **Bachelor's degree** in a field of study/occupational field related to the work assignment, which **included 24 semester hours in Accounting or Auditing.**

AND

- **Five years of related experience, including at least 2 years in a lead decision-making role.**

PREFERRED QUALIFICATIONS:

- Extensive experience working in state or local government
- Experience working with CORE and infoAdvantage reporting or similar products
- Strong supervisor skills and experience
- Ability to interpret and understand the financial language of legislation.
- Ability to establish priorities, problem-solve and execute decisions.
- Excellent interpersonal skills
- Experience working with various technologies used for accounting with a preference for experience and proficiency managing and administering accounts receivable.
- Knowledge of and proficiency in Microsoft Office suite, specifically Word and Excel.
- Ability to locate and identify discrepancies utilizing spreadsheets and other written communications.
- Strong ability to work with confidential information and maintain confidentiality.
- Strong ability to derive facts quickly, methodically, and accurately.
- Strong ability to develop constructive and cooperative working relationships with others and maintain them over time.
- Excellent organizational skills; the ability to set, track, and accomplish priorities, goals, and timetables to achieve maximum productivity, always knowing the status of activities.

- Strong ability to derive logical conclusions from available information, utilizing a combination of judgment and formal guidance, to determine if departmental objectives have been met.
- Strong ability to interact with various stakeholders, both internal and external to the unit, and able to demonstrate a strong customer orientation and dedication.
- Strong 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, depending on the arrangement met during employment with the supervisor during normal office hours of Monday –Friday 8-5.

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.

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.

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.

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)

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.