



State of Colorado  
Director of Budget & Grant Compliance

<b>SALARY</b>	\$7,083.33 - \$8,250.00 Monthly \$85,000.00 - \$99,000.00 Annually	<b>LOCATION</b>	Denver Metro, CO
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	080824GAA
<b>DEPARTMENT</b>	Colorado Commission on Higher Education	<b>OPENING DATE</b>	08/08/2024
<b>CLOSING DATE</b>	8/26/2024 11:59 PM Mountain	<b>FLSA</b>	Determined by Position
<b>PRIMARY PHYSICAL WORK ADDRESS</b>	1600 Broadway, Suite 2200 Denver, CO 80202	<b>FLSA STATUS</b>	Exempt; position is not eligible for overtime compensation.
<b>DEPARTMENT CONTACT INFORMATION</b>	HR@dhe.state.co.us	<b>TYPE OF ANNOUNCEMENT</b>	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.
<b>HOW TO APPLY</b>	Please submit an online application for this position at <a href="https://www.governmentjobs.com/careers/colorado">https://www.governmentjobs.com/careers/colorado</a> . 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



## Description of Job

Under general supervision, the Director of Budget and Grant Compliance manages the budget, scholarship trusts, grant compliance and project management for Colorado GEAR UP. This position is responsible for fiscal oversight of the program's \$17.5 million operational budget and the \$17.5 million scholarship trust.

## SUPERVISION EXERCISED

This position does not supervise any employees.

## **SCOPE OF RESPONSIBILITIES**

This intermediate-level position independently performs specialized budget and grant compliance duties supporting the GEAR UP program. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the work unit's operating procedures, practices, and policies.

## **JOB DUTIES**

The duties listed below reflect the different types of work that may be performed. The omission of any specific duty will not prevent the assignment of work that is appropriately related to this position.

### **Budget Policies and Procedures**

- Review, interpret and implement federal legislation, rules, regulations, directives, and guidelines of the grant and monitor requested responses to the federal government and/or auditors
- Implement and maintain the integrity of the state accounting policies and procedures

### **Accounts Payable/Receivable**

- Review and approve transactions and process financial transaction documents within the state accounting system. Review, approve and manage all purchases for the project
- Review, approve and manage all P-Card expenses and monthly reconciliation
- Review, approve and manage payments of invoices, reimbursements and contract payment disbursements
- Negotiate, approve, and manage contracts, indirect and cost share agreements.
- Plan, organize and oversee logistics for contracts, including conferences, retreats, meetings, workshops, travel and student related activities
- Review and approve employee travel and project activities reimbursements in accordance with state fiscal rules
- Manage timesheets and approval for bi-weekly payment for tutors
- Establish and maintain vendor relationships for products and services, including price negotiation
- Code and track expenses, record revenue and balance spending for the project

### **Budget Management**

- Manage the cash revenue from the federal draw system and execute drawdowns
- Create and manage the annual budget for the Colorado GEAR UP grant
- Create and monitor a quarterly and annual forecast
- Reconcile all general, grant ledger expenditure accounts and fund allocations and create reports with current data for decision making
- Create, update, and maintain logs for all transactions, ensuring proper documentation support, chart of account coding and authorization and accuracy

### **Reporting**

- Prepare and analyze specific high-level reports to show the budget-to-actual budget status and budget projections monthly, quarterly and annually
- Investigate, research and interpret fiscal data in various reporting systems
- Complete the budget sections of the federal Annual Performance Report and the Final Performance Report and conduct ongoing monitoring throughout the grant cycle

### **Scholarships**

- Oversee and monitor the Colorado GEAR UP Scholarship trusts expenditures
- Approve scholarship disbursements as needed
- Reconcile scholarship disbursements and refunds monthly using multiple systems
- Monitor and record interest revenue from the trust account
- Prepare monthly, semester and annual reports to show budget-to-actual status
- Complete the scholarship section of the federal Annual Performance Report and the Final Performance Report

### **Grant Compliance**

- Manage and oversee in-kind contributions with high school staff and high school partners
- Manage and oversee scholarship match with participating institutions of higher education and other scholarship programs
- Manage and oversee in-kind contribution opportunities with third party entities

- Manage federal time and effort reporting for grant staff
- Prepare semester and annual reports to show match progress
- Manage and complete the match section of the federal Annual Performance Report and the Final Performance Report
- Provide training and support for field staff on in-kind contribution-related policies and procedures and support for partners

## **PROJECT MANAGEMENT**

Project management tasks will vary and will change month-to-month as program activities change through each phase of the project. Project management tasks include, but are not limited to, precollegiate services, postsecondary services, database platforms and communications tools.

## **Minimum Qualifications, Substitutions, Conditions of Employment & Appeal Rights**

### **Education and Experience**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Substitution:** Four (4) years of experience in a related field can replace the education requirement of a bachelor's degree.

### **Education:**

Bachelor's degree from an accredited university or college in accounting, finance, or a related field

### **Experience:**

Four (4) years of experience with professional accounting/budget including general ledger and reconciliation

### **Licenses and Certifications:**

Valid Colorado driver's license and compliance with all requirements for driving a state vehicle are required throughout the term of employment

## **PREFERRED QUALIFICATIONS**

### **Education:**

Master's degree from an accredited university or college in accounting, finance, or a related field

### **Experience:**

- Two (2) years of experience with CORE (accounting system) and InfoAdvantage (reporting system)
- USDOE Federal grant experience including knowledge of federal fiscal rules and regulations, grants compliance and reporting
- Experience writing grants
- Experience working in state or local government
- Two (2) years of supervisory experience in a professional setting
- Two (2) years of professional experience working in a high school or college setting

### **Knowledge of:**

- Standard office practices, procedures, software and equipment, including the use of personal computers, telephones, Zoom, and Microsoft Office (Excel, Word, PowerPoint, Outlook, and Teams)
- State statutes, rules and regulations, policies, procedures, and guidelines
- Financial aid, college admissions, college placement and admission assessments, concurrent enrollments and scholarships
- General accounting practices and standards, including GAAP, GASB, state fiscal rules, state financial reporting and state auditor requirements

### **Ability to:**

- Work effectively in both independent and team situations
- Analyze spreadsheets and discover discrepancies
- Pose, investigate and explore deep fiscal questions
- Translate accounting rules and regulations to program staff

- Think critically and apply reasoning and analysis
- Communicate effectively, both written and verbally
- Employ attention to technical detail and accuracy
- Apply time management skills to prioritize work
- Read and interpret new and existing statutes to identify the impact of proposed legislation on the department
- Interpret and understand the financial language of legislation and state fiscal rules

## Supplemental Information

### HOW TO APPLY:

Please submit an online application for this position at <https://governmentjobs.com/careers/colorado>. Reach out to the Department Contact to apply using a paper application, including any supplemental questions. Failure to submit a completed and time 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.

### 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, Amy Harvey, at [HR@dhe.state.co.us](mailto: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/>

## Director of Budget & Grant Compliance Supplemental Questionnaire

### \*QUESTION 1

Have you submitted your resume and cover letter?

- Yes
- No

\* Required Question