

Grant Accountant

Colorado Healthcare Experiential Learning Program for Success (CO HELPS)
Colorado Department of Higher Education

POSTING DATE: July 24, 2023

CLOSING DATE: Open until filled

COMPENSATION: \$37.73/hourly

JOB TYPE: Part Time (up to 20 hours a week) / Term Limited until June 30, 2024

FLSA STATUS: Non-Exempt

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 advocated 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:

In 2019, the Colorado Department of Higher Education (CDHE) and the Colorado Community College System (CCCS) were awarded a \$12 million grant from the United States Department of Labor (USDOL) to increase healthcare apprenticeships connected to institutions of higher education within the state of Colorado. This is a part-time temporary role with an anticipated end date of June 30, 2024. CDHE is seeking a part-time Grant Accountant to work with both the Colorado Department of Higher Education and their grant sub-awardees, during the final year of this grant program, to aid and assist in ongoing fiscal oversight as well as to oversee the grant close-out processes on the fiscal side. This position would include fiscal support of the CO HELPS grant requirements including ongoing financial oversight of grants management operations, ensuring appropriate and accurate reporting of all financial transactions, and supporting and developing financial oversight alongside the Director of Collegiate Apprenticeships.

Essential Duties & Responsibilities

The Grant Accountant responsibilities include, but are not limited to:

- Produce, correct, audit, approve, and input financial and budget transactions that pertain to CO HELPS grant.
- Process financial transaction documents in the State's accounting system (CORE), including budget documents, procurement documents, and contracts.
- 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.

- Approve financial documents in CORE, specifically accounts payable, accounts receivable, and payroll.
- Prepare, post, and certify grant financial reports in the federal Payment Management System (PMS)
- Prepare financial reports on a quarterly, semi-annual, and annual basis by analyzing and interpreting CORE data to achieve federal grant reporting requirements.
- Assure bills, invoices, and employee reimbursements from sub awardees are paid on time.
- Ensure grant match accounting is allowable and meets federal laws, grant rules and regulations.
- Ensure that the grant's program financial match information is accurately calculated, recorded, and reported in accordance with federal laws, grant rules and regulations.
- Recommend the Director of Collegiate Apprenticeships course of action to create a system to account for match funds for the CO HELPS grant with partners within CDHE and CCCS
- Aid in external reporting requests, receivables spreadsheets, state/federal financial reporting, and audit requests as applicable. Reporting for grants may include (accounts payable, accounts receivables) *match calculations* reconciliations, and final reporting.
- Act as the primary fiscal liaison between CDHE and sub awardees, and their teams, providing timely communications and support regarding all financial and contract aspects of CO HELPS
- Ensure documentation is received from grantees to initiate payments, and payments are made on time, initiated in the system, tracked in the database, and communicated with the grantee.
- Develop and oversee internal policies and processes aligned with CDHE and state fiscal rules for purchasing and reimbursements.
- Responsible for coding, tracking expenses, record revenue, and balance spending.
- Assure compliance with applicable rules, regulations, departmental and State procedures.
- Assist in monitoring sub awardees, including performing site visits (virtual)

REQUIRED QUALIFICATIONS:

Education:

Bachelor's degree in accounting, business, or related field.

AND

Experience: Three years of full-time work in accounting, finance, and/or auditing.

Competencies:

- Demonstrated understanding of accounting principles and use of accounting tools.
- 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 use pivot tables and data analysis.

PREFERRED QUALIFICATIONS:

- Experience working in federal, state, or local government.
- Experience conducting fiscal monitoring for federal grants
- Experience calculating match funds for federal grants.
- Experience closing out federal grants.
- Experience working with CORE and InfoAdvantage reporting.
- Excellent verbal and written communication skills.
- Attention to detail and thorough 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 working collaboratively with internal teams, technical and program partners.
- Critical thinking; ability and motivation to develop solutions to complex, interpersonal processes, systemic challenges, and ability to use critical thinking when making decisions or to solve problems.

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.

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.

Employees of the State of Colorado must be authorized to work in the United States.

This position is not eligible for benefits. Employees of the State of Colorado do not contribute to Social Security, but contribute to Colorado Public Employee Retirement Association (PERA) at 11%

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. This position can be either 100% remote, hybrid or in-office.

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.

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.