

Senior Accountant

Colorado Department of Higher Education

POSTING DATE: March 27, 2024
CLOSING DATE: April 24, 2024
COMPENSATION: \$76,000-\$81,000/annually
JOB TYPE: Full Time
FLSA STATUS: 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:

The Senior Accountant reports directly to the Director of Accounting Services and supports the Accounting Team to maintain the mission of the Controller and Chief Financial Officer. In the execution of assigned duties, this position may be called to supervise accounting staff.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Interpret and understand the financial language of 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, contracts, and purchase orders.
- Assist Controller and Director of Accounting with preparation of periodical reports by generating, analyzing, and interpreting CORE data.
- Reconcile invoices for programs assigned to ensure payments are received.
- Process cash receipts on a weekly basis utilizing Wells Fargo account access, prepare related CR entries in CORE, and generate DD Sheet for submittal to Treasury.
- Process the disbursements for a variety of grants, contracts, and purchase orders.
- Aid the Procurement Card Administrator in monthly reconciliation of procurement cards and process monthly PRC1 transactions for Director of Accounting approval.
- Work with Department HR Director to reconcile monthly employee benefits, submit for payment, and collaborate with central payroll.
- Enter Bi-weekly and Monthly payroll changes to State payroll system for department employees.

- Prepare IRS 1098-E forms reporting student loan interest paid by Professional Student Exchange Program (PSEP) borrowers, for review by the Director of Accounting.
- Reconcile general and grant ledger accounts, for programs assigned, relative to expenditures by analyzing and investigating various types of errors, 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 coding of transactions for programs assigned. Ensure proper supporting documentation, chart of account coding, authorization, mathematical accuracy, and assure that transactions follow state fiscal rules, state procurement rules, and department policies.
- Execute year end closing of assigned accounts by utilizing and analyzing CORE and other financial information.
- Assist Controller and Director of Accounting with fiscal year-end close and open accounting responsibilities.
- Cross train with the accounting unit on other assigned duties.

REQUIRED QUALIFICATIONS:

- Professional knowledge of general accounting practices and standards, including GAAP, GASB, Colorado state fiscal rules, state financial reporting, and state Auditor requirements.
- Experience working in state or local government.
- Ability to interpret and understand the financial language of legislation and state fiscal rules.
- General ledger & reconciliation accounting experience.
- Ability to find and identify discrepancies utilizing spreadsheets and other written communication.
- Excellent organizational skills: the ability to set, track, and carry out priorities, goals, and timetables to achieve maximum productivity, always knowing the status of activities.
- High attention to detail.
- Demonstrated working knowledge of:
 - Generally Accepted Accounting Principles and Practices.
 - Microsoft Office suite, specifically Word and Excel.
 - Complex accounting systems, such as CORE or equivalent products.
- Demonstrated ability to:
 - Maintain confidentiality when working with sensitive information.
 - Derive facts quickly, methodically, and accurately.
 - Act and speak professionally with the ability to translate accounting processes and principles to non-accounting staff.
 - Collaborate with peers, colleagues, and staff.
 - Prioritize workload and conflicting demands to ensure projects are completed on time.
 - Communicate well both written and orally.

Education:

Graduation from an accredited college or university with a bachelor's degree in a field of study or occupational field related to the work assignment, which included 24 semester hours in accounting.

Additional appropriate experience will substitute for the degree requirement on a year-for-year basis.

AND

Experience:

Minimum of three years of professional accounting experience.

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 and be residents of Colorado. The Department of Higher Education does not assist with relocation expenses.

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)

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. 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 Department must advise the Department in writing of any potential conflict of interest upon commencing employment and while employed. A 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.