

Grant Accountant

Colorado Opportunity Scholarship Initiative
Colorado Department of Higher Education

POSTING DATE: July 23, 2021

CLOSING DATE: August 6, 2021

COMPENSATION: \$50,000 -\$60,000 annually

DESCRIPTION OF JOB:

The Colorado Opportunity Scholarship Initiative (COSI) Grant Accountant is responsible for all aspects of grant financial management, contracting, accounts payable processing, invoicing and billing, and financial reporting and analysis, and enforcement of the state and federal fiscal rules and regulations, department policies, and procedures. The Grant Accountant will serve as the lead in COSI-related accounting services and grantee accounting support. The Grant Accountant is responsible for managing multiple projects and revolving timelines under the guidance of the COSI leadership team.

Essential Duties & Responsibilities

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

- **Contract management:** Provides grant management accounting services through the grants module CORE; such duties include: establishing grants, amending grants, leading the signature process, and tracking and initiating payments.
- **Grant payments:** 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.
- **Grant database:** Managing the grant database and accurate and complete data entry for all aspects of contracts, amendments, payments, and reporting.
- **Grantee support:** Act as liaison between COSI and grantees and their teams, providing timely communications and support regarding all financial and contract aspects of COSI, such as; grant contracts, amendments, and payments.
- **Accounts Payable/Receivable:** Develop and oversee internal policies and processes aligned with CDHE and state fiscal rules for purchasing and reimbursements. Assure bills, invoices, and employee reimbursements comply. Responsible for coding, tracking expenses, record revenue, and balance spending.
- **Reporting:** Aide in internal and external reporting requests, receivables spreadsheets, state/federal financial reporting, and audit requests as applicable. Reporting for grants may include accounts payable, accounts receivables, reconciliations, and final reporting.
- **Contracts and Events:** Support the team in coordinating and executing grantee symposiums, regional grantee meetings, site visits, webinars and online meetings, social media, website, and

communications. Plan, organize, and oversee logistics and contracts for professional development opportunities, including conferences, retreats, meetings, workshops, and travel.

- Vendor relations: Establish and maintain vendor relationships.
- Compliance: Assure compliance with applicable rules, regulations, department and State procedures.
- Department support: This position is integral staff contact for division fiscal members on all transaction issues and interacts with all levels of staff within CDHE concerning problems and questions. This position serves as an essential position in the accounting unit, assisting the controller with COSI-specific grant management, billings, revenue and receivable postings, accounts payable processing, grant budgets, and reconciliations for the month, quarter, and year-end.
- Program support:
 - Identify opportunities for improvement and growth within the program.
 - Think creatively and work collaboratively with the Director to launch and drive new initiatives from inception to implementation.
 - Act as a collaborator and active team member, contributing to various projects as necessary throughout the year
 - Assist with the request for proposal and review process for grant programs.
- Other Duties & Responsibilities: Performs other duties as assigned.

REQUIRED QUALIFICATIONS:

Minimum Qualifications

- Bachelor's degree in accounting, business, or related field required, and three years of full-time work in accounting, finance, and/or auditing.
- Experience working with various technology used for accounting.
- 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 do pivot tables and data analysis.
- 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.
- Self-starter & self-directed, and ability to work independently as well as be a team player.

PREFERRED QUALIFICATIONS:

- Experience working in state or local government.

- Experience working in the higher education field.
- Experience working with various technology used for accounting with a preference for experience and proficiency managing and administering accounts receivable.
- Experience working with CORE and infoAdvantage reporting.

WORKING CONDITIONS

- Works in a typical office environment. It 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. Some travel is required. The department is currently working from home and is expected to resume working in an office environment in fall 2021.
- The above statements describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their typical responsibilities from time to time, as needed.

ADDITIONAL INFORMATION

Funding for this position is tied to the Finish What you Started Grant (HB21-1330). Funding is anticipated to be available through June 30, 2026.

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.

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)

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.