



WE HELP YOU GET THERE

Position: Business Analyst

Reports to: Controller

Position Summary:

Responsible for maintenance of computer systems, including evaluating and installing new accounting or recordkeeping systems, forms, and procedures. Responsible for evaluating the need to upgrade to new software versions and for overseeing version updates including coordination with the Information Technology Department and the software vendor, and testing and modifying procedures in accordance with updates. Maintaining user manuals and training of staff on accounting and recordkeeping software. Monitoring and evaluation of cash flow assumptions of the Prepaid Tuition Fund. Assist the Chief Financial Officer and the Controller with monitoring contract compliance.

CollegelInvest is a not-for-profit division of the Colorado Department of Higher Education that serves to help Colorado families break down the financial barriers to College. CollegelInvest's business lines include student financial assistance and 529 college savings plans.

CollegelInvest administers the State's four 529 college savings plans, Scholars Choice (a national advisor-sold plan managed by Legg Mason), Direct Portfolio (a Colorado direct-sold plan managed by Vanguard/ Upromise), Smart Choice (a Colorado FDIC insured plan managed by FirstBank), and Stable Value Plus (a Colorado direct-sold plan managed by MetLife). With over \$4.3 billion in assets under management, CollegelInvest represents over 300,000 families nationally through its college savings plans.

Essential Duties/Responsibilities:

BANNER (STABLE VALUE PLUS AND PREPAID TUITION FUNDS)

Full responsibility for all BANNER recordkeeping system transactions and documentation including:

- Maintenance of a BANNER recordkeeping manual including the effect of all transactions on customer accounts;
- Complete understanding of section 529 rules and compliance, including aggregation rules;
- Coordinates between the Accounting and Operations Department regarding proper useage of Banner, insuring that all reporting is accurate and consistent;
- Review of budget to actual comparison of the number of accounts and contract value within five business days of month end each month.
- Prepares other statistical information on an ad hoc basis.
- Responsible for documentation and monitoring of the reporting process with BFDS (contracted aggregator) Assists with compliance with IRS regulations, including aggregation of 1099s with other CollegelInvest College Savings Plans. Coordinate with other plans as needed;
- Insures the feed from Banner to Great Plains is working properly.
- Training new employees on the Banner system
- Evaluation of the Banner system and possible replacement recordkeeping software.

TIME ALLOCATION DATABASE/ACCESS

- Maintenance of the current time allocation database. Evaluation of other timekeeping software options and conversion of timekeeping to Sharepoint.

GP 2010 SOFTWARE/FRx (Management Reporter)

- System administration for the Great Plains general ledger system;
- Full knowledge of GP 2010 system including setting up new companies and the corresponding general ledger accounts, implementing new modules, maintenance of current modules, overseeing version upgrades, training of internal staff, creation and maintenance of internally generated user manuals, etc;
- Full knowledge of FRx (Management Reporter), including training of staff;
- Investigate the viability of business portal versus Sharepoint.

SHAREPOINT

- Coordination with the IT Department on Sharepoint organization and usage;
- Develop and maintain policies and procedures regarding Sharepoint.

COFRS (Colorado Financial Reporting System)

- Responsible for the automation of the monthly COFRS entries;
- Prepare and maintain user manual;
- Training of other accounting staff and monitoring of changes.

CUSTOMER SERVICE

- Maintains productive communications and working relationships with other CollegenInvest staff, servicers, lenders, guarantors, trustee, and other professional contacts;
- Promotes the importance and practices quality in working with accounting records and information provided to other departments;
- Ensures staff is trained and knowledgeable in accounting procedures.

POLICIES AND PROCEDURES/CONTRACT COMPLIANCE

- Policies and procedures and internal control oversight:
 - ◆ Determines an appropriate schedule for updating policies and procedures;
 - ◆ Updates policies and procedures according to the periodic schedule;
 - ◆ Coordinates with other departments on overlapping and missing procedures;
 - ◆ Reviews internal controls, general ledger, recordkeeping and network security to insure proper separation of duties within reasonable costs;
 - ◆ Maintains list of all software applications and proper security for all Accounting Department employees; coordinates with the Operations Department to insure segregation of duties;
 - ◆ Assists the Controller and Chief Financial Officer with monitoring contracts.

REPORTING/PREPAID TUITION FUND

- Performs statistical analysis of the PREPAID TUITION FUND cash flows;
- Assists with analyzing historical data and update of cash flow assumptions;
- Prepares other statistical information on an ad hoc basis;
- Assists with compliance with IRS regulations, including aggregation of 1099s with other CollegenInvest College Savings Plans. Coordinate with other plans as needed;

ADMINISTRATION/GENERAL RESPONSIBILITIES

- Assists the Controller with training programs for staff in the applications of the financial accounting and reporting system, promoting cross training where appropriate. Assists with cross training needed between the Operations Representative/Admin Assistant and the Accounting Department.
- Assists the Controller in monitoring labor and employment laws, Colorado fiscal rules, executive orders, etc. for potential impact on the Accounting Department employees.
- Provides support for the team process, including participation and, when appropriate, assistance when needed for departmental work flow coverage.
- Responsible for supporting a work environment in which diversity is respected, and cooperation and motivation are encouraged.
- Participates with other CollegenInvest staff in developing and pursuing CollegenInvest's mission and strategic plans.

Qualifications and Requirements:

Knowledge, Skills and Abilities

- Proficiency in using personal computers, preferably Great Plains general ledger software, FRx report writer, ProClarity, Microsoft Access, Excel and Word in a Windows environment.
- Must be able to learn new software easily and able to implement efficiencies using technology.
- Demonstrated ability to solve problems logically, to use the computer effectively and efficiently, and to make analytical judgments.
- Knowledge of accounting literature and guidelines established for reporting of financial information.
- Cognitive Abilities - Able to understand complex cognitive issues.
- Computer Literacy - Able to use all functionality of a computer.
- Written Communication – Strong written communication abilities.

Education

- Bachelor's degree in Accounting/Finance or related education and experience

Experience

- Four to six years related experience including write-up of financial statements, preparation of various financial and managerial reports, supervision, and performing month and year-end closing.

Working Conditions

Works in a normal office environment with standard office equipment (such as phones, fax, copiers and personal computers). The normal working hours are 8 am to 5 pm. May be required to work additional hours depending on needs of the business.
Exempt, full time position

Application attn: Human Resources,

Submit cover letter and resume via e-mail to jobs@collegeinvest.org or mail attn: Human Resources, CollegeInvest, 1560 Broadway, Suite 1700, Denver, CO 80202. Please apply by September 17, 2012. The interviewing process will begin immediately and continue until the position is filled.

CollegeInvest is an Equal Opportunity employer. In compliance with federal and state anti-discrimination laws, the Department does not discriminate in matters of employment based on disability, race, creed, color, sex, sexual orientation, transgender status, religion, age, national origin, or ancestry.

CollegeInvest is a division of the Colorado Department of Higher Education, dedicated to helping Colorado families break down the financial barrier to college. We do this through simple planning tools, education, 529 college savings plans, and scholarships.