

COLORADO DEPARTMENT OF HIGHER EDUCATION

Position Announcement:

Director of Budget and Finance Policy

Primary Responsibilities:

Reporting to the Chief Financial Officer for the Colorado Department of Higher Education, this position assists the development of state budgets for postsecondary institutions and systems in Colorado, supports institutions of higher education in the development of budget and finance tools, monitors the fulfillment of public policies related to the statutory responsibilities of the Colorado Commission on Higher Education (CCHE), and assists in developing, recommending and implementing budgeting strategies and CCHE and department policies and guidelines. Incumbent will manage a portfolio of budget and finance activities as determined by the Chief Financial Officer. The Director of Budget and Finance Policy will also provide analytical support to executive-level decision-making as well as prepare and present recommendations to the Colorado Commission on Higher Education. This position exercises independent judgment and makes decisions on a diverse and complex range of finance policies, processes and standards. The position regularly corresponds and collaborates with campus administrators and staff in the executive and legislative branches. The incumbent will be a member of the finance policy division.

Additional Responsibilities Include:

- Develop forecasts for higher education using economic forecasting models and statistical analyses.
- Develop and compile the submission of General Fund, financial aid, and other annual and supplemental budget requests for the Commission on Higher Education, the Governor's Office, and the General Assembly.
- Prepare and oversee submission of all budget schedules to the Office of State Planning and Budgeting (OSPB) and the General Assembly/Joint Budget Committee (JBC).
- Review budget requests and make recommendations based on analysis of the Commission's mission and structure, manage program priorities, funding, and legislative and regulatory mandates or constraints.
- Monitor the administration of department budgets and support senior management on strategic budgetary, fiscal, and management planning issues.
- Develop internal and external budget calendars.
- Negotiate with stakeholders on the resolution of policy and fiscal issues.

- Present department and commission positions to executive and legislative staffs and committees and external audiences.
- Support and compile department responses to legislative data requests including providing assistance to the Director of Legislative Affairs in compiling fiscal notes for proposed legislation.
- Prepare responses to financial data requests from external organizations including national organizations and publications.
- Assist department staff and management to better coordinate and utilize financial and non-financial higher education data.
- Oversee the collection and analysis of financial data collected from the institutions of higher education including FTE data, tuition and fee data, and the assembly of the annual budget data book.
- Develop, evaluate and test budget models to recommend adoption including developing and coordinating General Fund allocation formulas.
- Process, maintain and manipulate data providing senior management with ad hoc reports and analyses.
- Support and facilitate regular meetings with state higher education system budget and finance personnel.
- Other duties as assigned.
- Reports to the Chief Financial Officer.

Minimum Qualifications:

- Bachelor's degree in finance, accounting, public policy, political science, or related field
- Basic knowledge of public policy issues related to higher education and the role of administrative agencies in the executive branch
- Knowledge of analytical methods and techniques used in higher education finance
- Experience in exercising independent judgment in an administrative setting
- Experience in presenting technical information to nontechnical audiences and in leading collective decision making
- Excellent analytical and communications skills
- 3-5 years' experience in state budgeting, postsecondary finance, or closely related field.

Preferred Qualifications:

- Advanced academic degree
- Knowledge of the executive/legislative decision making process
- Skill in interacting with decision makers and staff as well as with other specialists and experts
- Comfort working in a fast-paced and public environment
- Ability to work effectively with others as a team under the pressure of tight time frames and rigid deadlines.

Salary: High 60's to Mid 70's

Benefits: Position is eligible for full department provided benefits, including but not limited to health insurance, dental insurance, retirement (PERA), 401(k) (optional), and personal and sick leave.

Application Procedure: Submit letter of application, resume, and list of professional references to:

Cindy Langan
Human Resource Manager
Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, CO 80202 or
clangan@college-assist.org or
FAX to (303)292-1606

Application Timeline: The position will remain open until filled, but applications received by November 7, 2011 will receive priority consideration.

The Colorado Department of Higher Education 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.