

# STATE OF COLORADO



DEPARTMENT OF HIGHER EDUCATION

John Hickenlooper  
Governor

Lt. Gov. Joseph A. Garcia  
Executive Director

## POSITION ANNOUNCEMENT:

### Finance Policy Officer

<b>POSITION TITLE:</b>	<b>Finance Policy Officer</b>
<b>DEPARTMENT:</b>	<b>Higher Education</b>
<b>DIVISION:</b>	<b>Finance</b>
<b>REPORTS TO POSITION TITLE:</b>	<b>Director of Budget and Finance Policy, Department of Higher Education</b>
<b>POSTING DATE:</b>	<b>6/14/12</b>
<b>CLOSING DATE:</b>	<b>Open Until Filled</b>
<b>COMPENSATION:</b>	<b>Mid \$40's annually</b>
<b>ANTICIPATED START DATE:</b>	<b>Position Available Immediately</b>

**POSITION SUMMARY:** Serving in the division of finance and reporting to the Director of Budget and Finance Policy, the incumbent prepares reports and agenda items for action by the Colorado Commission on Higher Education (the Commission) or the Colorado legislature; manages, prepares, and prioritizes review of capital construction requests for the Colorado legislature; coordinates institutional compliance and related regulatory support for the College Opportunity Fund (COF) program; manages institutional policy and procedural documentation and prepares annual reports to the Commission and the Colorado legislature on various finance and budget policies and functions. The position accommodates other duties as assigned

#### ESSENTIAL DUTIES/RESPONSIBILITIES:

- Manages the assembly and review of capital documents and related agenda items for approval by the Commission,
- Assists Finance Division input related to institutional Performance Contracts,
- Assists with the coordination and administration of legislative and policy changes, related to capital construction and the Colorado Opportunity Fund,

- Assists the Director of Budget and Finance Policy with documents for the Colorado legislature, including the annual budget and legislative fiscal notes,
- Answers questions from interested parties on CCHE processes, requirements, procedures, and policies related to capital assets,
- Develops/updates policies, guidelines and manuals related to the College Opportunity Fund and capital program as necessary,
- Oversees institutional compliance related to COF Stipends and Fee for Service contracts,
- Manages the review process for all state-funded and cash-funded capital requests,
- Develops annual Five-Year Capital Plan and two-year cash funded plans for higher education for submission to the Capital Development Committee (CDC), Joint Budget Committee (JBC), and the Office of State Planning and Budgeting (OSPB),

**OTHER DUTIES/RESPONSIBILITIES:** Performs other duties as assigned.

**ESSENTIAL JOB QUALIFICATIONS:**

**Knowledge, Skills and Abilities**

- Effective written and verbal communication skills, including public presentations.
- Effective problem solving skills, highly organized, and sound independent judgment.
- Strong analytical aptitude and some knowledge of financial rules and procedures.
- Strong computer skills, particularly the use of Excel, Access and Word programs.
- Strong interpersonal skills and the ability to work closely within a team setting and with external stakeholders.
- Ability to work collaboratively with a wide variety of internal and external stakeholders.

**Minimum Qualifications:**

- Graduation from an accredited college or university with a Bachelor's degree in Finance, Accounting, Business Administration, Economics, Public Administration or related field.

**Preferred Qualifications:**

- Knowledge of state government, government budget processes, and legislative procedures.
- Professional work experience a position located in the public sector.
- Graduate degree in Finance, Accounting, Business Administration, Economics, Public Administration or related field.

**Requirements:** Valid Colorado state driver's license. Infrequent travel. Criminal background check.

**Physical Activities:**

- **Light** - Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and or a negligible amount of force constantly to move objects. Physical demands are in excess of those of Sedentary work. Light work usually requires walking or standing to a significant degree.
- **Stooping** - Bending body downward and forward. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- **Handling** - Seizing, holding, grasping, turning, or otherwise working with hand or hands, fingers are involved only to the extent that they are an extension of the hand.
- **Fingering** - Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
- **Talking** - Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to clients, or to the public, and in those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Hearing** - Perceiving the nature of sounds. Used for those activities that requires ability to receive detailed information through oral communication.
- **Near Acuity** -Clarity of vision at 20 inches or less.
- **Cognitive Abilities** - Able to understand complex cognitive issues.
- **Computer Literacy** - Able to use all functionality of a computer

**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, Monday through Friday, but the position may require additional hours (evenings & weekends) depending on needs of the business. **This position is non-classified and exempt from the rules of the Colorado State Personnel Board.**

**APPLICATION PROCEDURES:**

To be considered for this position, candidates must possess the required qualifications listed above and submit a complete application package, which must include the following:

- 1. Letter of Application.** A letter of application which addresses how you meet the qualifications described in this announcement.
- 2. Resume or Vitae.** A detailed resume or vitae including all educational and professional experience.

**3. References.** A list of names, titles and current telephone numbers of three (3) employment references.

**Submit your completed application materials to:**

Cindy Langan  
Human Resource Manager  
Colorado Department of Higher Education  
1560 Broadway, Suite 1600  
Denver, Colorado 80202  
[clangan@college-assist.org](mailto:clangan@college-assist.org)

**Application Deadline:** This position is open until filled. Initial consideration of candidates will take place immediately. Applications may be mailed or delivered to the above address, or faxed (303)292-1606. They may also be submitted in electronic format to:

[cindy.langan@collegeinvest.org](mailto:cindy.langan@collegeinvest.org).