GEAR UP Budget Manager

Position Description/Responsibilities:

The Budget Manager is responsible for overall budget administration including the monitoring of the in-kind match, scholarship administration, communication with participating colleges, including Financial Aid Offices, and ensuring that departmental goals and objectives are met.

Job Description:

The GEAR UP Budget Manager must have a thorough understanding of the Federal GEAR UP program as well as the Colorado GEAR UP grant. Duties of the Budget Manager include but are not limited to:

- As directed, works on the administration team to help design, develop, implement, and support program initiatives.
- Managing the development of GEAR UP's annual operating budget.
- Reviews and analyzes project requests with GEAR UP management team to implement aspects of the grant as needed.
- Works with Governor's office to code, process, and track expenses.
- Works with CDHE Controller to balance GEAR UP spending done through CDHE.
- Works with Governor’s office to keep GEAR UP employee files current.
- Works with Governor’s Office and DHE to update the Memorandum of Understanding annually.
- Present scholarship workshops to seniors and award scholarships.
- Works with CDHE Controller and partner Financial Aid offices to process scholarship payments and track student matriculation.
- Directs compilation of data based on statistical studies and analysis of past and current years to prepare budgets and to justify spending.
- Correlates and reviews budget for third party evaluation includes items for carry forward funds.
- Works with GEAR UP staff to coordinate and track in-kind support by partners or third parties.
- Reviews operating budgets periodically to analyze trends affecting budget needs.
- Reports budget data in the annual reports to the Federal Department of Education.

Requirements:

Requires a bachelor's degree, masters preferred; and a minimum of 2 years of experience in the field or in a related area. Familiar with a variety of the budget concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Reports to the executive director. Some travel required.

Please contact Scott Mendelsberg at scott.mendelsberg@dhe.state.co.us or 303-866-2723.