

STATE OF COLORADO



DEPARTMENT OF HIGHER EDUCATION
Colorado Commission on Higher Education

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David E. Skaggs
Executive Director

Colorado Department of Higher Education

Job Description

Job Title: Financial and Compliance Analyst

Work Environment: Administrative Office

Brief Job Description:

The position coordinates institutional compliance with College Opportunity Fund stipend regulations and Fee for Service contracts, supports colleges in implementing the requirements of COF stipend and Fee for Service reporting, manages institutional policy and procedural documentation, conducts annual audits of the College Opportunity Fund and prepares annual audit reports to the Commission and the Colorado Legislature on the implementation of COF stipend and Fee for Service contracts. This position is responsible for preparation of budget analysis as required. In this capacity, the position is responsible for data development and analysis for budget material including analysis of historical and current appropriation levels.

Nature of Work and Responsibilities:

- Develops and maintains complex data base with historical data on capital projects, institutional spending and appropriations
- Analyzes financial data for use by Department managers and Commission members in policy discussions
- Manages institutional compliance with regulations outlined in CCHE COF Stipend Reporting policy and in the Fee for Service contracts between the Commission and institutions of higher education.
- Develops COF and Fee for Service contract audit program and conducts audits of participating institutions of higher education.
- Assists with the coordination and administration of the Colorado Opportunity Fund legislative changes, assuring communication of those changes to institutions and maintaining those changes in the CCHE policies and audit guidelines.
- Develops and implements the necessary processes and procedures to carry out the requirements of the COF stipend program.
- Answers student complaints regarding the COF stipend program

- Manages the Fee for Service contract negotiation between CCHE and institutions of higher education.
- Prepares agenda items related to the College Opportunity Fund for presentation to the Commission.
- Reports to the Chief Financial Officer.

Minimum Qualifications:

- Two years experience working in a financial or data related field
- Undergraduate degree in business, economics, mathematics or related field
- Experience with Microsoft Office including Word and Excel

Preferred Qualifications:

- Experience working with SPSS statistical analysis package
- Masters degree in Public Administration

Salary Commensurate with Experience

Please submit cover letter, salary requirements and resume to:

Cynthia Langan
1801 Broadway, #360
Denver, CO 80202
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