

**Position Announcement:
Senior Grant Accountant**

POSTING DATE: June 24, 2016

COMPENSATION: \$60,000 - 73,000

JOB TYPE: Full Time Exempt

This announcement is not governed by the selection process of the classified personnel system.

POSITION SUMMARY:

Working under the guidance of the Controller and management personnel, this position is responsible for federal grant accounting activities of College Assist. Prepares journal entries based on reports received from the service provider. Supervises duties performed by the Program Assistant II as related to the federal program requirements. Prepares the financial reporting to the US Department of Education for the Federal Grant.

RESPONSIBILITIES:

Essential Duties/Responsibilities

Overall Job Duties

- Ensures compliance with the Federal Family Education Loan (FFEL) Program requirements.
- Implements, maintains and verifies that all College Assist accounting records are maintained in accordance with generally accepted accounting principles (GAAP), as well as with the principles of fund accounting as determined by the Governmental Accounting Standards Board (GASB), and in accordance with the requirements of College Assist's programs.
- Encourages, develops and utilizes the talents and skills of each direct report employee for the efficient operation of the accounting department. Encourages teamwork within the Accounting Department and throughout College Assist.

Job Duties performed annually

- Prepare annual Form 2000 - Due 11/30th each year.
- Perform Form 2000 reconciliations as requested by DE.
- Prepare Collection Cost Rate (Make-Whole Rate) - Due to Service Provider for entry into system by 11/30 each year.
- At SFYE reconcile GA fees per GL to DE's GL.
- At FFYE perform forecast analysis to determine if reserve ratio transfer is required
- Assist in preparation of audit documents prior to Interim and Final Fieldwork.
- Answer questions of auditors and pull documents as requested.
- Year-end Reinsurance and Claims accrual calculation and testing.

- Assist with annual budget of the Federal Fund utilizing projections provided by the service provider.

Job Duties performed monthly

- Review monthly Form 2000 prepared by Program Assistant II.
- Prepare Monthly annual GAFR and submit to DE - due to DE by the 20th of each month for month ending 2 months prior (ie., October due by Dec 20th.)
- Reconcile lines MR - 1 to 14 Form 2000 to GL
- Prepares monthly FORM 2000 journal entries.
- Review monthly cash reconciliation prepared by Accounting Clerk.
- Review and approve expenses charged against Federal grant for compliance.
- Review and approve expenses for the College Opportunity Fund.
- Review expired warrants reports monthly and reissues warrants to payees.
- Prepare payments to Service provider and OCA's for services fees and send requests to State Treasurer.
- Prepare payments to Department of Education and send requests to State Treasurer.

Job Duties performed daily

- Review and approve cash receipts prepared by Accounting Clerk.
- Review and approve payment vouchers for operating and Federal expenses.
- Review and approve Claims and Teacher Loan Forgiveness weekly.

Job Duties performed upon request

- Assist as back up to the Accountant II for general ledger responsibilities.
- Financial Projections for forecasting.
- Assist with special projects determined by Accounting team to improve efficiency with accounting system.
- Preparation of standard accounting reports and non-standard accounting reports on request.

General

- Understands and/or researches promulgated financial reporting requirements and standards, GAAP, and standard industry accounting practices to apply to Agency's processes.
- Communicates accounting policies and answers questions of non-accounting staff.
- Acts as accounting team leader other accounting staff to identify errors and resolve issues.
- Assists or leads the accounting team in analysis of issues, errors or problems as they arise and provides recommendations to Controller and implements solutions as approved.

- Review of accounting records and transactions to assure conformance to statutes, statewide fiscal rules, accounting system procedures, agency policies and procedures and professional principals.
- Participates with other College Assist and College Assist staff in developing and pursuing each entities mission and strategic plans.

CUSTOMER SERVICE

- Maintains productive communications and working relationships with other College Assist and College Assist staff, servicers, Department of Education contacts, 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. Updates policies and procedures of accounting staff periodically

Other Duties/Responsibilities

- Performs other duties as assigned.

SUPERVISORY DUTIES:

Supervision of Program Assistant II

ESSENTIAL JOB QUALIFICATIONS:

Knowledge, Skills and Abilities

- Proficient in using Microsoft Excel and Word.
- Preferred knowledge of CORE (State's general ledger software), InfoAdvantage (State's report writing software), but not required.
- Knowledge of accounting literature and guidelines established for reporting of financial information.
- Must be able to learn new software easily and able to implement efficiencies using technology.
- Demonstrated ability to solve problems logically and to make analytical judgments.
- 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.

Requirements: Employment is contingent upon a criminal background check.

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.** A detailed resume or vitae including all educational and professional experience.
- 3. References.** A list of names, titles and current telephone numbers of three employment references.

Submit your completed application materials to: clangan@college-assist.org

They may also be mailed or delivered to:

College Assist
Human Resource Department
1560 Broadway, Suite 1700
Denver, Colorado 80202
or faxed to : (303) 292-1606.