



**COLORADO**

Department of  
Higher Education

1560 Broadway, Suite 1600  
Denver, CO 80202

John Hickenlooper  
Governor

Lieutenant Governor Joseph A. Garcia  
Executive Director

## **DEPARTMENT OF HIGHER EDUCATION POSITION ANNOUNCEMENT:**

Finance Support/Program Coordinator

**POSITION TITLE:** Finance Support and Program Coordinator  
**DEPARTMENT:** Department of Higher Education (DHE)  
**DIVISIONS:** Finance Division  
**REPORTS TO POSITION TITLE:** Chief Financial Officer  
  
**POSTING DATE:** June 3, 2015  
**CLOSING DATE:** June 17, 2015  
**COMPENSATION:** \$38,000 to \$44,000 annually  
**ANTICIPATED DATES:** Open until filled

### **POSITION SUMMARY:**

This position will serve as a member of the Budget Services Team. Collectively the budget services team is responsible for development of state budgets (both operating and capital construction) as well as state-funded financial aid programs. Furthermore, this team is responsible for the allocation among institutions of higher education of state appropriated funds. A primary responsibility of the Finance Support and Program Coordinator position will be to provide technical and quantitative support to the Lead Analysts in the execution of the Department's budget request, the DHE internal operating budget, and the administration of state funded financial aid programs. This position will provide assistance with daily tasks as assigned by the Lead Analysts and will support the team in creating, manipulating analyzing and presenting finance and related data. In addition, this position oversees, coordinates, and administers specific student financial assistance support programs including the Dependent Tuition Assistance Program (DTAP), College Opportunity Fund (COF) and various student exchange programs.

Tasks may include, but are not limited to:



- Manage the Dependent Tuition Assistance Program (DTAP): receive, review for eligibility, and process applications; coordinate and administer grants to schools for student each semester; and confirm required status and GPA for continued funding;
- Process College Opportunity Fund waivers and appeals;
- Manage the Western Interstate Commission for Higher Education (WICHE) Student Exchange Programs (Western Undergraduate Exchange (WUE), Western Regional Graduate Program (WRGP), and Professional Student Exchange Program (PSEP) and serve as the WICHE Certifying Officer for the state;
- Use of the State's financial systems, including Colorado Operations Resource Engine (CORE) and CORE Performance Budgeting system;
- Assist in state budget schedule preparation and electronic budget submission;
- Assist in internal budget reporting including year-to-date expenditure/revenue analyses;
- Use of electronic spreadsheets, databases, charts, graphics and up-to-date software capabilities to assist in the understandable and effective presentation of financial and related data;

The Finance Support and Program Coordinator will become familiar with higher education budget, financial aid, capital construction, fiscal notes, tuition, annual financial statements, and other data sources to become proficient in retrieving, and building electronic spreadsheets or other means to provide information and analysis in an understandable format. The position will have some contact and correspondence with students, campus administrators as well as executive and legislative staff.

### **Knowledge, Skills and Abilities**

- Proficient in at Microsoft Office with advanced excel skills;
- Highly proficient in assembling available data into useable and understandable spreadsheets, charts and graphics;
- Solid analytical and technical skills with a keen attention to detail;
- Ability to prepare and submit internal and external reports as necessary, including ad hoc requests
- Ability to interpret and present quantitative information accurately and reliably;
- Takes direction and works well in a team environment.

### **Essential Qualifications:**

- Bachelor's degree in finance, accounting, economics or related field;

- Basic knowledge and interest in public policy issues related to higher education and the role of administrative agencies in the executive branch;
- Excellent analytical, technical and communication skills;
- Excellent customer service skills
- Ability to work effectively with others as a team under the pressure of tight time frames and rigid deadlines.

**Preferred Qualifications:**

- Ability to build, work with and manage databases and apply statistical and other applications for data analysis,
- Ability to quickly comprehend and present quantitative data and/or data analysis rapidly and accurately both orally and in writing,
- Comfort working in a fast paced and public environment.

**Requirements:** Valid Colorado state driver's license. Infrequent travel requiring occasional overnight stays. Employment is contingent upon completion of a criminal background check.

**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.

**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.

**Application Deadline:** This position is open until filled. Applications may be submitted in electronic format to: [clangan@college-assist.org](mailto:clangan@college-assist.org) . They may also be mailed or delivered to the address below, or faxed (303) 269-1606.

**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)

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