Accountant

Colorado Department of Higher Education

POSTING DATE: August 14, 2019
CLOSING DATE: August 23, 2019
COMPENSATION: $40,000 - $50,000/Annually

DESCRIPTION OF JOB:

This position provides finance and accounting support to the Colorado Department of Higher Education and serves as a member of the Finance and Accounting unit reporting to the Controller.

**Essential Duties & Responsibilities**

- Interpret and understand the financial language of the state, federal, and local programs assigned;
- Process financial transaction documents in the State’s accounting system (CORE), including accounts payable, accounts receivable, budget documents, procurement documents, and contracts;
- Prepare financial reports on a quarterly, semi-annual, and annual basis by analyzing and interpreting CORE data;
- Reconcile invoices to ensure we received payment;
- Process the disbursements of monthly Fee for Service Contract payments;
- Reconcile monthly procurement cards, allocate chart of accounts in CITI bank and process monthly PRC1 payment;
- Reconcile monthly employee benefits, submit for payment and work with central payroll;
- Oversee the preparation of IRS 1098-E forms reporting student loan interest paid by Professional Student Exchange Program (PSEP) borrowers;
- Manage the upload of purchase card transactions and ensure enforce policies and procedures are adhered to the procurement of goods and services;
- Reconcile all general and grant ledger accounts relative to all expenditures by analyzing and investigating various types of errors and interpreting the account expenditures and balances of funds available and using the data received from all financial systems to produce accurate and complete information for grant management;
- Determine the correct posting accounts. Ensure proper documentation support, chart of account coding, authorization, mathematical accuracy, and assures that documents are in compliance with state fiscal rules, state procurement rules and department policies;
- Execute year end closing of all accounts related to programs assigned by utilizing and analyzing CORE and other financial information;
- Assists with fiscal year-end close and open accounting responsibilities;
- Cross train with the accounting unit on other assigned duties;
- Other duties as assigned
Knowledge, Skills and Abilities

REQUIRED QUALIFICATIONS:

- Demonstrated working knowledge of Generally Accepted Accounting Principles and Practices;
- Demonstrated working knowledge of Microsoft Office suite, specifically Word, Excel, & Access;
- Demonstrated working knowledge and experience working with complex accounting systems, such as CORE or similar product;
- Ability to work with confidential information, and maintain confidentiality;
- Ability to derive facts quickly, methodically, and accurately;

Education: Graduation from an accredited college or university with a Bachelor’s degree in Accounting.

AND

Experience: One (1) year of professional accounting experience.

PREFERRED QUALIFICATIONS:

- Experience in interpreting and understanding the financial language of legislation;
- Ability to locate and identify discrepancies utilizing spreadsheets and other written communications;
- Ability to develop constructive and cooperative working relationships with others, and maintain them over time;
- Ability to derive logical conclusions from available information, utilizing a combination of judgment and formal guidance, in order to determine if departmental objectives have been met;
- Ability to interact with various stakeholders, both internal and external to the unit, and able to demonstrate a strong customer orientation and dedication;
- Ability to set and prioritize workload, identify short- and long-term goals and develop strategies to achieve them, and coordinate with internal and external business partners

WORKING CONDITIONS

Works in normal office environment. Does not require physical activity other than that typically utilized in such a setting, working with standard office equipment such as phone, fax, and personal computers.
APPLICATION PROCEDURES:

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Cover letter and resume Please provide your document in either a .docx or .pdf format.

Submit your completed application materials to:

HR@dhe.state.co.us

Or:

Colorado Department of Higher Education
Attention: Human Resources
1560 Broadway, Suite 1600
Denver, Colorado 80202

This position is not governed by the selection process of the classified personnel system and is not part of the classified state personnel system.

Application Deadline: Position will remain open until filled. Application review begins immediately and position start is immediate. Employment is contingent on successful completion of a criminal background check.

The Colorado Department of Higher Education is an Equal Opportunity employer. In compliance with federal and state anti-discrimination laws, the Department does not discriminate in matters of employment based on disability, race, creed, color, sex, sexual orientation, transgender status, religion, age, national origin, or ancestry.