

# **Colorado GEAR UP**

## **Gaining Early Awareness and Readiness for Undergraduate Programs**

### **Colorado GEAR UP**

Colorado GEAR UP (CGU) is a 7-year federal grant (2018 – 2025) that is funded by the U.S. Department of Education (USDOE) and is managed by the Colorado Department of Higher Education (CDHE). CGU is a pre-collegiate service program that is designed to increase the number of low-income students who are prepared to enter and succeed in postsecondary education. Students who successfully fulfill program participation expectations and meet the scholarship criteria may be eligible to apply for the CGU scholarship. For more information about the program, please visit [www.coloradogearup.org](http://www.coloradogearup.org).

### **Location**

Denver, CO

### **Position**

**Director of Budget and Grant Compliance:** Colorado GEAR UP is seeking an individual to join the leadership team as the budget and grant compliance lead as well as provide supervisory leadership for advisors in the field. The Budget and Grant Compliance Director is responsible for overseeing the: 1) operational budget (17.5 million) and scholarship trust (17.5 million); grant compliance, specifically cash and in-kind match and time and effort; and 3) assisting with program management.

### **Budget Responsibilities**

- **Accounts Payable/Receivable:** Develop and oversee internal policies and processes that align with CDHE and federal fiscal rules for purchasing and reimbursements. Assure T bills, invoices, and employee reimbursements are in compliance with GAAP, Department, Federal, and State Fiscal Rules. Responsible for coding, tracking expenses, record revenue and balance spending. Manage and track purchase orders and contracts.
- **CGU Scholarship:** Oversee the CGU Scholarship trust. Approve and process disbursements.
- **Contracts and Events:** Plan, organize and oversee logistics and contracts for professional development opportunities including conferences, retreats, meetings, workshops and travel.
- **Drawdowns:** Execute the drawdowns from the Federal draw system and manage the cash revenue from the Federal draw system.
- **Fiscal Rules and Regulations:** Review and interpret legislation, regulations, directives, and guidelines of the grant. Coordinate and monitor requested responses to the federal government and/or auditors as needed.
- **Reporting:** The position is expected to prepare specific high-level reports to show the budget-to-actual budget status and budget projections through the federal fiscal year.
  - Create, update, and maintain logs for all payments, contracts, and drawdowns.
  - Actively work with the program director on budget allocations. Prepare program financial reports on a monthly, quarterly, or as needed. Analyze and interpret CORE data, the program for which the financial reports are being produced.
  - Analyze trends affecting budget needs including rollover funds, and monitoring organization-wide purchasing to ensure compliance is met with established policies including purchase orders, contracts and cost share agreements.
  - Oversee and complete the budget sections of the federal Annual Performance Report and the Final Performance Report.
- **Vendor Relations:** Establish and maintain vendor relationships.

### **Grant Compliance Responsibilities**

- Manage and oversee in-kind support provided by partners or third parties.
- Manage and oversee time and effort for staff.
- Provide support and serve as a team lead and resource for GEAR UP staff and partners.
- Oversee and complete the in-kind sections of the federal Annual Performance Report and the Final Performance Report.

### **Program Management Responsibilities**

In collaboration with the leadership team:

- Provide leadership, support, guidance and supervision to advisors in the field including monthly team meetings.
- Oversee programmatic initiatives at partner high schools. Review and analyze data regularly to ensure program effectiveness and/or identify areas for improvement.
- Complete staff evaluations annually.

### **Minimum Qualifications**

- Bachelor's degree in Business Administration, Accounting or Finance.
- Five years of professional experience in professional budget and/or accounting experience. Within those five years, two years of federal budgeting and/or accounting experience.
- Ability to identify discrepancies utilizing spreadsheets and other written communications.
- Ability to effectively communicate with internal and external staff and partners in both written and oral format.
- Ability to develop constructive and cooperative working relationships and maintain them over time.
- Ability to work as a member of a team, including communicating with peers and other professionals within and outside the agency to ensure timely completion of work projects.
- Ability to lead and supervisor staff.
- Self-starter & self-directed.
- Must have strong organizational skills, able to multi-task and be detail and results oriented in a fast-paced environment.
- Proficiency with Microsoft Office applications including Word, Outlook, Excel, & PowerPoint.

### **Preferred Qualifications**

- Master's degree in Business Administration, Accounting, or Finance may be substituted for the bachelor's degree.
- Experience working with CORE (Advantage), reviewing, approving, and monitoring expenses
- Working knowledge of Generally Accepted Accounting Principles and Practices Maintained accounting or billing experience for federal grant.
- Preference will be given to candidates with government accounting experience
- Preference will be given to candidates who demonstrate having greater depth of experience and knowledge related to budgeting and accounting.
- Grant compliance management experience.
- Experience in a K-12 or higher education setting.
- Basic knowledge of financial aid, college admissions, college placement and admission assessments, remedial education and dual enrollment.
- Passionate about the success of students in relation to the mission of the CGU program.

### **Reporting**

Director of Budget and Grant Compliance reports to the Program Director with shared supervision from the fiscal agent, CDHE.

### **Work Schedule**

- This is a full time, year-around position.
- Some in-state and out of state travel required.

### Compensation & Benefits

- We offer a competitive salary range based on education and experience with a full benefits package.
- This position is non-classified and exempt from the rules of the Colorado State Personnel Board.
- Employment is contingent upon successful completion of a criminal background check.

### Application Procedures

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: 1) Letter of Application 2) Resume or Vitae 3) List of References. Submit your completed application materials to: [clangan@college-assist.org](mailto:clangan@college-assist.org).

**Application Deadline:** Position will remain open until filled. Application review begins immediately.

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