

**Lead Accountant**  
**Colorado Department of Higher Education**

**POSTING DATE:** February 10, 2016

**CLOSING DATE:** February 24, 2016

**COMPENSATION:** \$55,000 - \$65,000 annually

**Department Information:**

The mission of the Colorado Department of Higher Education (CDHE) is to improve the quality of, ensure the affordability of, and promote access to, postsecondary education for the people of Colorado. In pursuing its mission, the Colorado Department of Higher Education will act as an advocate for the students and institutions of postsecondary education and will coordinate and, as needed, regulate the activities of the state's postsecondary education institutions.

**Description of Job:**

This position reports to the Controller, a shared position (20 percent of time) at the Colorado Department of Higher Education (CDHE) and History Colorado (80 percent time). This position is responsible for accounting processes, activities and procedures for the central administration and various federal and state programs administered by the CDHE. The position is responsible for all accounting functions including recording transactions; processing payments and disbursements; processing of receivables, including federal draws; reconciling and reporting, including journal entries, procurement card expenses, central accounting system information, payroll actuals; projects, both special and seasonal, including grant reporting and support, and federal reporting (1099s); and miscellaneous support, including payroll issues, internal requests and analyzing reports for issues and errors, and meetings. This position takes direction from the Controller regarding oversight of accounting policies and procedures in accordance with state and federal statutes and the directives of the Department's Controller and Chief Financial Officer, as well as the State Controller and State Treasurer.

**Accounting Responsibilities:**

The position is accountable to the Controller for implementation and compliance with state fiscal rules, monthly, quarterly and year-end close and financial reporting. The position is engaged in monitoring all accounting transactions, funds and approved budgets for the agency at the directive of the Controller. Will advise staff members on and defines fiscal responsibilities required by state and federal rules and regulations. Also, is responsible for compliance with all federal, state, and local reporting requirements.

- Manages fiscal year-end close and open accounting responsibilities.
- Manages ongoing accounting functions of the Department of Higher Education; ensures accuracy of the following:
  - Monthly and quarterly accounting close
  - Grant set-up, processing and monitoring
  - Reconciliations
  - Analysis and reporting
- Assists State and Federal Auditors in providing requested documentation
- Works with Department staff to answer questions and help solve problems

**SUPERVISORY DUTIES:**

No direct supervisory duties, although direct and oversee the work of others in divisions and units that enter transactions into CORE.

**Minimum Qualifications:**

- Proficient in using Microsoft Excel and Word.
- Preferred knowledge of CORE (State's general ledger software) and CPPS (State's payroll processing system), but not required.

- Knowledge of accounting literature and guidelines established for reporting of financial information.
- Computer Literacy - Able to use all functionality of a computer.
- Must be able to learn new software easily and able to implement efficiencies using technology.
- Demonstrate ability to solve problems logically and to make analytical judgments.
- Written Communication – Strong written communication abilities.

### **Education**

- **Bachelor's degree in Accounting/Finance or related education and experience**

### **Experience**

- **Three to five years related experience including preparation of various financial and managerial reports 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 Department**

### **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.

**Submit your completed application materials to:**

[clangan@college-assist.org](mailto:clangan@college-assist.org)

**OR:**

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

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.

**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.**