

Lead Finance Analyst

Colorado Department of Higher Education

POSTING DATE: November 16, 2016

CLOSING DATE: December 2, 2016

COMPENSATION: \$55,000 - \$65,000 per year
(commensurate with experience)

ANTICIPATED DATES: Position will be filled as quickly as possible

DESCRIPTION OF JOB:

Reporting to the Chief Financial Officer, this position is one of four that serve in the role of Lead Analyst and a member of the Department of Higher Education Budget Services Team (DHE-BST). In total, the BST will be responsible for all areas of state budget and finance in support of Colorado's public colleges and university governing boards as well as the internal department budget and finance functions. Collectively, the BST is responsible for development of state budgets (both operational and capital construction) as well as statewide financial aid administration and the administration of the College Opportunity Fund program in addition to other areas of financial policy such as state tuition policy and the allocation of state funds among postsecondary education institutions. The Lead Analyst position is also the primary customer service contact for specific governing boards in resolving finance and budget related questions and issues. Specific assignments relate to program/policy areas as well as and governing board assignments associated with this Lead Analyst position will be determined following candidate selection.

On the BST, each Lead Analyst is responsible for developing broad expertise in primary program assignments and becoming the designated expert on the BST for those programs and policy areas. Lead Analysts will also be cross-trained to provide back up to other BST members and provide quality assurance in support of primary program assignments and policy areas assigned to the other three Lead Analysts.

Each Lead Analyst will serve as a primary contact for specific governing boards or higher education institutions with the purpose of supporting these institutions in all aspects of budget and financial services. The Lead Analyst position will develop, recommend and implement budgetary and other financial service strategies as well as Colorado Commission on Higher Education (CCHE) and department policies and guidelines. The Lead Analyst will also provide analytical support to executive level decision making as well as prepare and represent recommendations to the CCHE as necessary.

The Lead Analyst must be able to exercise independent judgment and make decisions on a diverse and complex range of finance policies, processes and standards. The position will regularly correspond, advise and collaborate with campus finance leadership, administration and staff. In addition, the Lead Analyst will serve as one of the primary budget and finance contacts for the CCHE, Governor's Office of State Planning and Budgeting (OSPB), the Joint Budget Committee (JBC) staff and the staff of the Colorado Legislative Council.

The Lead Analysts provide leadership and manage the project based work of two finance policy analysts, temporary interns and work study students. The finance policy analysts support the Lead Analysts in their daily tasks.

Essential Duties & Responsibilities

Examples of specific duties related to the Lead Analyst position include, but are not limited to:

- Assist in supporting Governor's Office legislative and policy priorities;
- Orient and brief CCHE members on budget and finance related programs and policies;
- Create and review internal and external BST documents for completeness and correctness;
- Provide budget and finance data in support of department communications;
- As needed create and present items for action, consent and discussion to the CCHE;
- Respond to annual or ad hoc budget and finance related inquiries, information requests and surveys from institutions, legislators, higher education advocacy groups and others;
- Monitor and report on legislative activities including Joint Budget Committee, Capital Development Committee, and higher education related hearings at various committees; and
- Assist as needed in the implementation of legislation and other special projects as assigned.

Knowledge, Skills and Abilities

- Working knowledge of process, systems and documentation necessary for building division and agency budgets for submission to Office of State Planning and Budget (OSP) and JBC staff;
- Ability to analyze fiscal and program data at an institutional and system wide level;
- With adequate training, a working knowledge of state statutes, rules and regulations, policies, procedures and guidelines related to areas of responsibility such as Capital Construction, financial aid, College Opportunity Fund as well as an expert knowledge of the same for primary areas of responsibility;
- Proficient at Microsoft Office, excellent Excel skills;
- Ability to read and interpret Colorado Revised Statutes and agency policies;
- Work well as a member of a team of co-equals and in a team-directed work environment; and
- As needed, ability to supervise other employees
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REQUIRED QUALIFICATIONS:

- Bachelor's degree in finance, accounting, public policy, political science or a related field;
- 1-4 years of professional experience in budget analysis, budget development and implementation, policy development and implementation, public or private sector management;
- Basic knowledge of public policy issues related to higher education and the role of administrative agencies in the executive branch;
- Experience in exercising independent judgment in an administrative setting;
- Experience in presenting technical information to nontechnical audiences and in leading collective decision making;
- Excellent analytical and communication skills; and

- Excellent interpersonal skills, time management skills, and the ability to work effectively and under pressure with a team of co-equals to meet tight and rigid deadlines.

PREFERRED QUALIFICATIONS:

- Graduate degree in finance, accounting, public policy, political science or a related field;
- Knowledge of analytical methods and techniques used in higher education finance;
- Knowledge of the executive/legislative decision making process;
- Skill in interacting with decision makers and staff as well as with other specialists and experts; and
- Comfort working in a fast paced and public environment.

APPLICATION PROCEDURES:

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Cover letter and resume. Submit your completed application materials to:

clangan@college-assist.org

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.