

**Director of Institutional Finance/ Senior Director of Finance
Colorado Department of Higher Education**

POSTING DATE: November 19, 2018

CLOSING DATE: December 7, 2018

COMPENSATION: Commensurate with Experience

DEPARTMENT INFORMATION:

The mission of the Colorado Department of Higher Education (CDHE) is to advocate, develop policies and support students to maximize higher education opportunities for all with the desire to ensure all Coloradans have an education beyond high school to pursue their dreams and improve our communities.

POSITION SUMMARY:

The Senior Director of Finance (SDF) is tasked with establishing and implementing the overall budget strategy for the Colorado Commission on Higher Education. The position plays an integral role in the Colorado Department of Higher Education through budget development, external engagement, internal collaboration, and leadership of the Budget Services Team (BST). The position reports directly to the Chief Operating Officer.

Internally, the SDF oversees the daily activities of Budget Services Team members and provides leadership for the division, with a focus on innovation, collaboration, and customer service. Within the Finance Division and the Department overall, the SDF works with staff to maximize the utilization of internal resources, implement statute with a fiscal impact, and address budgetary questions in support of the Department's mission and goals.

The SDF leads the Department's external budget work through coordinating and communicating with the Office of State Planning and Budgeting (OSPB), the Joint Budget Committee (JBC), the Capital Development Committee (CDC), other legislative entities, and institutional Chief Financial Officers. The external coordination of this role and the BST will ensure the Department's status as the honest broker of the budget request and allocations to institutions of higher education. This role will lead the development of the Department's operating budget request, tuition spending authority request, other budget items, and the implementation of budget-related policies and legislation.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Leads the development and submission of the state budget submission process in coordination with budget team members, the Office of State Planning and Budgeting, and the Joint Budget Committee.
- Reviews all budget related materials including written requests, the capital construction prioritized list, and Performance Budgeting schedules.
- Oversees Colorado's outcomes-based funding model, and in coordination with budget team and data team staff updates data, makes any necessary revisions, and oversees discussions related to the review of the model with the institutional CFOs.
- Provides leadership, direction, supervision, and discipline for the budget services team through:

- Planning and development: plan, assign, and review work to ensure high quality work that aligns with the Department's mission and goals.
- Continuously coaches and mentors budget team staff through annual evaluations, regular one-on-one meetings, and identifying growth and training opportunities for the team.
- Advises the Colorado Commission on Higher Education of overall finance trends in higher education and the state and works with the budget team to present the annual budget request items.
- Supports the Executive Director in all budget related endeavors and meetings related to the higher education budget and finance policy in Colorado and prepares the Executive Director for the Governor's Office briefings and all legislative budget testimony.
- Coordinates all CFO meetings and engages directly with the institutional CFOs on budget matters.
- Review all Commission meeting agenda items from the budget team.
- Advocates for the budget team when it comes to the utilization of Departmental resources.
- Supports and assists the accounting team in year-end close and the set up for a new budget year.
- Implements all finance and budget related legislation or coordinates with appropriate staff.
- Works directly with the legislative team to secure the budget through the legislative process.
- Fosters relationships with external stakeholders.
- Serves as a resource to other DHE staff on all budget related issues and items.
- Works with Department leadership to implement and develop items related to the Commission's Master Plan goals.
- Advocates on behalf of higher education funding.

Other Duties/Responsibilities

- Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

- Strong knowledge of Colorado's budget process, the Department's statutory authority, the legislative process, policies, standards, and constitutional authority as it relates to higher education.
- Advanced knowledge of state finances, administration and allocation of funds, budget planning, and management.
- Experience in personnel management, staff development, and hiring.
- Skill in evaluating complex information and collaborative problem solving, especially related to fiscal conditions, budget operations, and oversight and presenting findings in informative, written reports or verbal communication.
- Ability to advance complex policy and finance issues through effective relationship building, understanding, and communication with other state-level partners.
- Demonstrated ability to read, understand and implement statute and policy.
- Effective written and oral communication skills, especially as it relates to communicating complex financial or policy topics in a clear, concise way.
- Excellent customer service skills.
- Strong public speaking skills and a comfort with presenting to a variety of stakeholders.
- Comfort and ability to work in a fast-paced environment.

Experience

Minimum of four to six years of progressive responsibility in multiple of the following areas:

- Public policy development and implementation,
- Budget Development, preparation, and execution,

- Staff management, development, and oversight,
- Development of long- and short-term goals and objectives;
- Program evaluation; and
- State finance and budget.

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; may be required to work additional hours depending on needs of the business. Some travel required.

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:

Letter of Application. A letter of application which addresses how you meet the qualifications described in this announcement.

Resume or Vitae. A detailed resume or vitae including all educational and professional experience.

Submit your completed application materials to:

clangan@college-assist.org

Or:

Colorado Department of Higher Education
Attention: Human Resources
1600 Broadway, Suite 2300
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.