



## Open Position Opportunity

**POSITION:** Field Analyst  
Office of School Finance  
Position #9161

**ANNUAL SALARY RANGE:** \$46,756 - \$56,107 plus benefits.

**APPLICATION PROCEDURE:** Please email a completed Colorado Department of Education Employment Application, letter of interest, and resume to [careers@cde.state.co.us](mailto:careers@cde.state.co.us) with the Position# and Title in the subject line.

To obtain a Colorado Department of Education Employment Application, visit our website at <http://www.cde.state.co.us/cdemgmt/HR/jobs.htm>

All materials submitted should be current and specifically address the qualifications for this position.

**Hard copies of application materials and application materials sent via mail or fax will not be accepted.**

- CONDITIONS OF EMPLOYMENT:**
- All offers of employment are conditional to a successful background and references check.
  - Please be advised that the CDE may choose to contact work references other than those listed on your application.
  - Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.
  - Position is exempt from overtime and may require work outside of normal office hours.
  - Selected applicant is an employee at will.
  - Direct deposit of paychecks is required.
  - Smoking is not allowed in the State Office Building and is allowed only in designated areas outside the State Office Building.
  - Selected applicant must comply with the Colorado State Board of Education's Drug-Free Workplace policy.
  - As required by the Immigration Reform and Control Act (IRCA), the selected applicant must verify, within 72 hours of employment, his/her legal right to be employed in the United States.

The Colorado Department of Education is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, creed, color, gender, sexual orientation, national origin, age, religion, political affiliation, organizational membership, veteran's status, disability, or other non-job-related factors. This applies to all employment decisions. The following person has been designated to handle inquiries regarding the CDE's compliance with Title IX and Section 504: The Human Resources Director; Colorado Department of Education; 201 E. Colfax Ave. #201; Denver, CO 80203.

**Broad Scope of Position:**

The Field Analyst (Compliance Auditor) in this position will ensure compliance with Public School Finance Act and the Public School Transportation Fund statutes, and associated rules through a review and analysis of district documentation to determine if claimed funding is consistent with statutory and regulatory requirements. This position is located in the State Office Building at 201 East Colfax Avenue in Denver.

**Minimum Qualifications:**

- Bachelor's degree from an accredited college or university OR four (4) years of experience in the monitoring of compliance with statutes and rules, auditing or accounting experience.
- Demonstrative skill with Microsoft Office products, specifically Excel and Word, including experience in creating and modifying spreadsheet and reports.
- Experience in handling of confidential documents.
- Strong analytical skills and ability to apply professional judgment.
- Strong oral and written communication skills.
- Good organizational skills.
- Ability and willingness to travel.
- The ability to pass a background check, which includes a motor vehicle records search.

**Preferred:**

- Bachelor's degree from an accredited college or university.
- Prior compliance auditing experience.
- Related Colorado or other school district experience.
- Demonstrative skill with Microsoft Access, including experience creating databases and developing queries and reports.
- Excellent reasoning, analytical, research and problem solving ability.
- Exceptional attention to detail and accuracy.
- Ability to take initiative to solve problems in an innovative manner.

**Major Duties and Responsibilities:**

- A. Ensure compliance through review and analysis of district documentation to determine if claimed funding is consistent with statutory and regulatory requirements of the Public School Finance Act and the Public School Transportation Fund statutes.
- B. Review student membership (enrollment and attendance), student schedules and other pertinent documents related to students funded under the Public School Finance Act. Review pertinent documentation evidencing free lunch eligibility for students that were claimed for At-Risk funding under the Public School Finance Act. Review expenditure and mileage records related for amounts claimed under the Public School Transportation Fund statutes. Execute a variety of audit tests and procedures and accurately interpret results against defined criteria.
- C. Prepare accurate and thorough work papers to document audit work conducted and audit exceptions identified. Consistently document relevant facts and information which support work performed and conclusions drawn so other reviews can follow the logic and methodology.
- D. Compose a preliminary draft report that completely and thoroughly discusses identified findings. Draft report should outline audit exceptions identified during the audit, criteria used as the basis for the exception and recommendations to implement appropriate corrective actions.
- E. Consult with appropriate district personnel about findings and corrective action needed to be in compliance with rules and statute as it pertains to identified findings. Effectively communicate findings, both verbally and in writing, so they are persuasive, placed in appropriate context, and understood by others.
- F. Train appropriate district personnel on resource guides, audit requirements and processes and procedures.
- G. Demonstrate effective time management skills by working independently and completing assignments within time and calendar schedules, while handling multiple assignments.
- H. Other duties as assigned.