Improving Academic Achievement
Colorado Department of Education

COLORADO DEPARTMENT OF EDUCATION
Open Position Opportunity

POSITION:

Lead Grants Fiscal Analyst
Division of Public School Finance, Office of Grants Fiscal
Position #1173

ANNUAL SALARY RANGE:

$67,000 - $75,000 plus benefits.

APPLICATION PROCEDURE:

Please email a completed Colorado Department of Education Employment Application, letter of interest, and resume to hr@cde.state.co.us. A confirmation will be sent out that HR has received your materials. If you do not receive a confirmation within 24 hours, please send an email to hr@cde.state.co.us.

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.

CLOSING DATE:

Applicant materials must be received by 4:00 p.m., Friday, January 10, 2014.

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, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in admissions, access to, treatment, or employment in educational programs or activities

in which it operates. 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: This position will be responsible for assisting in the administration of multiple federal and state grants.

Minimum Qualifications:

- Bachelor's degree from an accredited college or university in accounting, finance, auditing, or business with an emphasis in accounting or auditing. NOTE: Four (4) years of **professional** accounting or auditing experience may substitute for the required degree.
- Minimum two (2) years of accounting or auditing experience.
- Excellent Microsoft Office skills with advanced skills in Excel.
- Demonstrated ability to communicate effectively both verbally and in writing.
- Ability and willingness to travel.
- Ability to pass a background check, which includes a motor vehicle records search.

Preferred:

- Previous experience in the education field.
- Experience with Special Education grants.

Major Duties and Responsibilities:

A. Assume the fiscal management responsibilities for multiple State grants and federal Special Education grants.
B. Perform on-site and desk reviews to monitor CDE sub-recipients and participate in federal on-site reviews.
C. Prepare training materials and presentation on fiscal management in relation to federal and state grants.
D. Provide technical assistance to school districts and BOCES to help them understand and implement the fiscal requirements of various grants, including interpretation of federal and state statutes, federal and state regulations, OMB Circulars, EDGAR, ARRA requirements, and audit compliance guidelines. Collect, verify, and record quarterly reporting data for ARRA grants.
E. Analyze and synthesize federal and state statutes and regulations to assure that funds are distributed in accordance with the requirements and intent of the various laws, and determine the most appropriate and efficient means of distributing funs.
F. Review federal grant applications for compliance with federal statutes and regulations, and approve budgets after making necessary revisions.
G. Reconcile end-of-year reports of expenditures to budgets from sub-grantees and prepare financial reports required for grant program managers, unit directors, and CDE management.
H. Review and prepare requests for responses from school districts, BOCES, and other fiscal agents in regard to single audit findings and other compliance measures.
I. Prepare requested data and information and responses to findings contained in USDE and other governmental reviews and independent audit reports of the CDE.
J. Other duties as assigned.