



Open Position Opportunity

POSITION:

Grants Fiscal Data Analyst
Unit of Grants Fiscal Management
Position # 1130

ANNUAL SALARY RANGE:

\$60,000.00

APPLICATION PROCEDURE:

Please email a completed Colorado Department of Education (CDE) Employment Application, letter of interest, and resume to 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 on a successful background and references check.
- Please be advised that 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. Flex-time may be approved depending upon suitability.
- 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 allowed only in designated areas outside the State Office Building or any other CDE office facility.
- 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:

This position will serve as the data analyst for the Office of Grants Fiscal at CDE. The position will provide analysis of fiscal data pertaining to state and federal grant awards. As a data analyst, the position will coordinate all data requirements for the office and provide support to fiscal analysts for all documentation and tracking needs across various state and federal grant programs.

Minimum Qualifications:

- Bachelor's degree from an accredited college or university in accounting, finance, auditing, or business with an emphasis in accounting or auditing OR equivalent experience.
- Experience creating and utilizing relational databases.
- Proficiency with Microsoft Excel and Microsoft Access.
- Strong interpersonal and teaming skills.
- Excellent customer service experience with both internal and external customers.
- Strong problem solving and analytical skills.
- Excellent verbal communication skills including the ability to discuss data and analysis results with non-data savvy staff.
- Strong organizational skills and attention to detail.
- Ability and willingness to travel.
- The ability to pass a background check.

Preferred:

- Experience using VBA for Applications.
- Ability to understand SQL statements and queries.
- Prior grant experience

Major Duties and Responsibilities:

- Coordinate office collection, analysis, and reporting of all required data including but not limited to the Federal Financial Accountability and Transparency Act, legislative requests and internal audit responses.
- Process and troubleshoot Requests for Funds that are submitted to the Office for accurate payment and issue resolution.
- Work with internal and district staff to resolve grant payment issues and ensure resolutions are processed as necessary across all internal systems and tracking documentation.
- Creation and maintenance of the Grants Fiscal databases.
- On-going reconciliation of Grants Fiscal databases and spreadsheets to the state accounting system.
- Analyze federal and state statutes and regulations to assure that funds are distributed in accordance with the requirements and intent of the various laws.
- Maintain the Grants Fiscal pages of the CDE website.
- Develop and enhance procedures for the distribution of grant funds in relation to State and Federal grants.
- Prepare training materials and presentations to provide training to staff and grantees on the use of the distribution systems and processes.
- Assist with the fiscal management responsibilities for multiple federal and state grants.
- Assist fiscal analysts with preparing Excel budget and reporting documents across multiple grants.
- Review and prepare requests for responses from school districts, BOCES, and other fiscal agents in regard to single audit findings and other compliance measures.
- Assist fiscal analysts with all end-of-year grant closeout processes.
- Other duties as assigned.