



STATE OF COLORADO  
invites applications for the position of:

# Accountant

This announcement is not governed by the selection processes of the classified personnel system. Applications will be considered from residents and non-residents of Colorado.

**CLASS TITLE:** NON-CLASSIFIED

**LOCATION:** Denver Metro, Colorado

**PRIMARY PHYSICAL WORK ADDRESS:** 1200 Broadway, Denver, CO 80203

**SALARY:** \$3,500.00 - \$4,000.00 Monthly

**OPENING DATE:** 06/07/18

**CLOSING DATE:** 06/27/18 11:59 PM

**JOB TYPE:** Full Time

**DEPARTMENT INFORMATION:**



## HISTORY *Colorado*

If you are considering a career opportunity with the goal of making a difference, consider joining the dedicated people at History Colorado. Our professionals inspire generations to find wonder and meaning in our past and to engage in creating a better Colorado. The History Colorado Center is a location convenient to downtown shopping, restaurants, and cultural facilities in the Golden Triangle district. In addition to a great location, we offer fantastic benefits including:

Strong, secure, yet flexible retirement benefits including a [PERA Defined Benefit Plan or PERA Defined Contribution Plan](#) plus 401K and 457 plans  
[Medical and dental health plans](#)

Employer supplemented [Health Savings Account](#)

Paid life insurance

Short- and long-term disability coverage

10 paid holidays per year plus 12-16 hours of vacation and 6.66 hours of sick leave a month

Discounted [RTD EcoPass](#) (Denver Metro locations)

[BenefitHub](#) state employee discount program

[CafeWell](#) employee wellness program

Excellent work-life programs, such as flexible schedules, training and more

**HISTORY COLORADO has a strong commitment to diversity and cultural competence. We welcome responses from people of diverse backgrounds and abilities.**

**DESCRIPTION OF JOB:**

This position exists to provide accounting, procurement and financial analysis functions to the agency's Community Museums. This position reports to the Controller and is the primary contact for all Community Museum accounting and procurement functions.

**Primary Duties****Process Accounting and Procurement for Community Museums by:**

- Completing all payment requests, cash receipts, and internal transfers within stated timeline.
- Confirming invoices have appropriate approvals in a timely manner.
- Ensuring all payments, cash receipts, and internal transfers are compliant with State Fiscal Rules.
- Reconciling monthly cash and visitation reports.
- Files sales tax on a monthly basis for each museum location.
- Providing advice and guidance on financial issues.
- Setting a good example of professionalism with staff.
- Setting priorities and insuring that deadlines are met.
- Knowledge of Fiscal Rules and processes preferred, with the ability to recommend best practices to achieve goals.
- Analyzing budgets as assigned.
- Inputs budgets and modifications into the State's accounting system CORE.
- Prepares purchase orders for services and goods within stated timeline.
- Amends purchase orders when needed.
- Mentors staff to ensure that purchase orders are filled out correctly.
- Oversees the Procurement Card and Travel Card Reconciliation within stated timeline for Community Museums.
- Provides Community Museums with assistance in financial activities.
- Works with volunteers and interns.

**MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:**

This position requires a bachelor's degree from an accredited college or university. Substitution of four years of full-time experience that would provide the same kind or type of knowledge, skills, and abilities as provided by the bachelor's degree. Full-time professional accounting experience may substitute for the bachelor's degree in accounting on a year-for-year basis.

And:

- Experience in state government accounting, budgeting, and procurement preferred.
- Ability to identify, interpret, and apply state and federal laws, rules, and regulations related to History Colorado operations.
- Knowledge of, and ability to use the state's accounting system (CORE) preferred.
- Strong verbal and written communication skills.
- Excellent human relations skills, including the ability to work as a team member.
- Experience with state or federal government.

**Successful candidate must pass a criminal history background check prior to hire.**

**HOW TO APPLY:** Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

**IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:**

Online application only.

**DEPARTMENT CONTACT INFORMATION:**

Dany.mccoy@state.co.us

**METHODS OF APPOINTMENT:** This position is not part of the classified state personnel system.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.colorado.gov/jobs>

Position #GCA09709-6\_18

ACCOUNTANT

DM

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

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