STATE OF COLORADO invites applications for the position of:

Senior 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: $4,333.00 - $5,420.00 Monthly

OPENING DATE: 06/16/20

CLOSING DATE: 06/23/20 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:

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

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, 457 and Roth IRA 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 hours of vacation and 6.66 hours of sick leave a month
- Free RTD EcoPass (Denver Metro locations)
- BenefitHub state employee discount program
- Employee wellness program
- Excellent work-life programs, such as flexible schedules, training and more

DESCRIPTION OF JOB:
**Broad Scope of Position**

This position reports to the Controller. This position is responsible for accounting processes, activities and procedures for History Colorado and assists in the preparation and analysis of History Colorado's state budget and ongoing internal operation budgets. It tracks financial performance of both operations and donor revenues, and assists the Controller, Budget Director and Chief Administrative Officer in the agency's strategic financial planning for History Colorado's short and long-term goals.

The position works with the senior management team to address questions and issues. This position takes direction from the Controller regarding oversight of accounting policies and procedures in accordance with state and federal statutes and the directives of the History Colorado Controller and Chief Administrative Officer, as well as the State Controller and State Treasurer.

**Accounting**

Accountable to the Controller for implementation and compliance with state fiscal rules, the year-end close and financial reporting. Is responsible to monitor the agency's internal systems to provide financial reports to Division Directors and their staff in the agency's drafted format with any associated reports for monthly tracking. Monitors all accounting transactions, funds and approved budgets for the agency at the directive of the Controller. Generates reports as needed to assist operations to meet business needs.

Advises staff members on and defines fiscal responsibilities required by state and federal rules and regulations. Is responsible for compliance with all federal, state, and local reporting requirements.

- Manages fiscal year-end close and open accounting responsibilities.
- Manages ongoing accounting functions of History Colorado; ensures accuracy of the following:
  - Monthly and quarterly accounting close
  - Grant set-up, processing and monitoring
  - Reconciliations
  - Analysis and reporting
- Assists State and Federal Auditors in providing requested documentation
- Works with History Colorado staff to answer questions and help solve problems
- Works with volunteers and interns
- Projects and other tasks as assigned

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

The successful candidate will hold a Bachelor's degree in accounting, business, finance, economics or a related field with a minimum of four years of progressively responsible accounting/budgeting experience. Master's degree and/or Certified Public Accountant preferred. State accounting experience, and experience in CORE preferred.

**SUPPLEMENTAL INFORMATION:**

Interested individuals are asked to submit a job application, letter of interest, and three references using the online application system. Failure to submit references may cause you to be removed from consideration.

The successful candidate will be able to travel within the state, including overnight.

A pre-employment criminal background check will be conducted as part of the selection process. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from being considered for this position.
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 is the preferred method of applying for this position.

DEPARTMENT CONTACT INFORMATION:
Dany.mccoy@state.co.us

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

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.colorado.gov/jobs

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Senior Accountant Supplemental Questionnaire

* 1. What is your approach to ensuring compliance with financial regulations within a creative organization?

* 2. Please detail your most complex accounting situation / transaction experience and how you addressed, analyzed, resolved and accounted for it.

* 3. Explain your budget and financial reporting experience.

* 4. What is your customer service philosophy?

* 5. Are you proficient in Microsoft Excel, including the use of V-Lookups, Pivot Tables, and IF statements.

* Required Question