



STATE OF COLORADO
invites applications for the position of:

Accountant

This position is open only to Colorado state residents.

CLASS TITLE: NON-CLASSIFIED

LOCATION: Denver Metro, Colorado

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

SALARY: \$2,307.69 - \$2,545.85 Biweekly
\$5,000.00 - \$5,516.00 Monthly

OPENING DATE: 05/04/22

CLOSING DATE: 05/25/22 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



History Colorado

HISTORY COLORADO has a strong commitment to diversity, inclusion and cultural competency, because of that, we are continuously seeking to recruit individuals who will enhance this diversity and ultimately the effectiveness of our organization.

We believe that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. History Colorado and the State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status or any other protected status in accordance with applicable law.

The History Colorado Center is conveniently located in downtown Denver. 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 hours of vacation and 6.66 hours of sick leave a month
- Public Service Loan Forgiveness – A borrower may qualify for forgiveness by making 120 on-time payments while employed full-time in public service, if they have certain kinds of federal loans in a qualifying repayment plan
- BenefitHub state employee discount program
- CafeWell employee wellness program
- Excellent work-life programs, such as flexible schedules 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 defined 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.

Resumes will not be accepted in lieu of a completed application, but may be used to supplement information to the application. Failure to submit properly completed documents by the closing date of this announcement will result in your application being rejected.

SUPPLEMENTAL INFORMATION:

Effective February 3, 2022, all employees are required to attest to and verify that they are fully vaccinated for COVID-19.

If you are interested in finding meaningful work in public service, we invite you to consider the State of Colorado. To learn more about working for the State of Colorado and building a satisfying and rewarding career, visit [Welcome to Your Future in Colorado](#).

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. Should your background check reveal any charges or convictions, it is your responsibility to provide the Human Resources Unit with an official disposition of any charges.

ADAAA Accommodations: Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete the application. To request an accommodation, please contact Dany McCoy (303) 866-2136 or email Dany.Mccoy@state.co.us.

HOW TO APPLY: Please submit an online application for this position at <https://www.governmentjobs.com/careers/colorado>. Reach out to the Department Contact to apply using a paper application, including any supplemental questions. 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.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Online is the preferred method of applying for this announcement, however, if you need assistance please contact Dany McCoy @ Dany.mccoy@state.co.us.

DEPARTMENT CONTACT INFORMATION:

Dany.McCoy@state.co.us

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.