



STATE OF COLORADO
invites applications for the position of:

Budget Director

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, Colorado

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

SALARY: \$3,461.54 - \$4,038.46 Biweekly
\$7,500.00 - \$8,750.00 Monthly

OPENING DATE: 05/03/22

CLOSING DATE: 05/24/22 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:

The position oversees preparation and analysis of History Colorado's state budget submission to the Office of State Planning and Budgeting (OSPB), and works with senior management in the preparation of institutional budgets for presentation to the Board of Directors. The position assists the senior management team in developing the financial plans that align with and support the agency's short- and long-term goals. As such, this position is a member of the institution's management team and participates in the strategic planning and annual planning cycles. The position reports directly to the Chief Administrative Officer.

Duties:

Budget preparation and analysis

- Leads the annual budget development process, including year-to-year revenue and expense forecasting and proposed changes.
- Prepare short- and long-term projections for cash funds using operational information and trend analysis.
- Recommend program changes to improve performance and/or service delivery.
- Conduct research and prepare briefings as necessary.
- Supervise the preparation and analysis of budget reports to provide budget owners with insightful information for use in decision-making.
- Work with the executive team in the preparation of budget presentations to the Board of Directors.
- Conduct analysis as requested by the Chief Administrative Officer and the executive team.

Financial reporting and analysis

- Work closely with the Controller in the preparation of financial statements (Statement of Activities, Fund Balances, etc.).
- Analyze financial statements for budget implications and forecasting.
- Develop financial models for strategic initiatives.
- Interact and collaborate with many internal and external constituencies, including department managers, Department of Higher Education, governmental agencies (e.g.,

OSPB, JBC).

- Provides leadership in the development of and/or preparation of non-routine, complex financial reports.
- Work closely with the Chief Administrative Officer on finance-related matters with the Colorado Historical Foundation.
- Prepare financial reports for the state government, federal government, IRS and the board.

General

- Assist with the development of grant proposals, and track grant fund utilization to make necessary adjustments to expense budgets.
- Track and analyze budget-related guidance and legislative information, and develop ideas for taking advantage of available opportunities.
- Use strategic and critical thinking in the analysis of trends and variance, and the development of assumptions critical to decision-making.
- Participate in project teams as requested.
- Works with volunteer and interns.
- Other duties as requested/assigned/required.

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

Bachelor's degree in business, finance, accounting, economics or related field with a minimum of five years of progressively responsible management and supervision experience. A master's degree is preferred.

REQUIRED COMPETENCIES:

- Thorough knowledge of financial management principles and procedures and the ability to manage short- and long-term budgeting and financial planning;
- Experience with state or federal government;
- Ability to identify, interpret, and apply state and federal laws, rules and regulations related to History Colorado's operations;
- Progressive professional level experience in financial accounting and/or budgeting;
- Advanced proficiency with Windows-based software packages involving spreadsheets, databases, word processing, and presentation applications;
- Superior verbal and written communication skills;
- Excellent management, supervisory and administrative skills;
- Excellent human relations skills, including the ability to work as a team member and works with volunteers and interns.

PREFERRED QUALIFICATIONS:

- Experience in state government accounting, budgeting, and not-for-profit accounting;
- Thorough knowledge of and ability to use the state's accounting system (CORE).

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.

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.coloradohistory.org>

Position #GCA09022_5.22
BUDGET DIRECTOR
DM

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Budget Director Supplemental Questionnaire

- * 1. History Colorado staff has been working together in response to the events that happened in 2020 to discuss as an institutional community the ways in which History Colorado can advance the work of anti-racism. These grounding virtues are the result of our collective process. Please go to the link below to see the virtues https://www.historycolorado.org/sites/default/files/media/document/2020/Anti-Racism_Grounding_Virtues.pdf And tell us, how have these guiding principles shown up in your previous work and /or how would you contribute to these virtues in your position at History Colorado?

- * 2. Please describe examples from your professional experience where your performance illustrates the required competencies and traits listed above.

* Required Question