



Position Title: Serve CO Deputy Finance and Compliance Officer

Department: Internal Operations

FLSA Status: Exempt

Organizational Relationships: Reports to Serve's Finance and Compliance Officer; this roll has no supervisory duties

Expected Annual Travel: Minimal

Hiring Salary Range: \$58,000 - \$68,000 annually

FLSA Classification: Exempt

Position Summary

Deputy Finance and Compliance Officer works with the Serve Colorado Finance and Compliance Officer and the Office of the Governor's Chief Financial Officer / Controller to manage aspects of the Serve Colorado's budget and finances as well as grant recipient compliance.

Essential Duties and Responsibilities: The following list is an overview of primary tasks

- Prepare payments for subgrantee reimbursement requests:
 - Review backup (Periodic Expense Reports, profit and loss statements, general ledgers, receipts, and other spending verification) and requests for payments submitted by grantees;
 - Assist grantees in tracking unexpended funds and spend down plans;
 - Confirm the allowability of expenses;
 - Identify appropriate funding sources and coding, and;
 - enter payment data into the state accounting system.
- Processing indirect billings from subrecipients and internally.
- Assist the Serve CO Finance & Compliance Officer with
 - production, review, and submission of federal, state, and nongovernmental financial reports.
 - maintaining a general level of understanding of changing fiscal guidance;
 - tracking procurement spend down, invoicing, and credit card reconciliation;
 - the monitoring of subgrantees, and other contractors, for compliance with spending; and
 - providing grantees and state agency partners with technical assistance and training to help them understand federal and state fiscal rules.
- Assist Serve CO program staff with
 - potential subgrantee budget reviews during the application/RFA process;
 - entering staff reimbursement requests into the state accounting system.

Required

- Proficiency in Microsoft Excel, especially using mathematical formulas



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- Demonstrated ability to read and interpret financial rules
- Exceptional organizational skills, including ability to balance competing priorities, track and meet deadlines.
- Ability to handle multiple projects simultaneously.
- Impeccable attention to detail and problem solving skills

Preferred

- Mastery in Microsoft Excel, especially as related to being able to pivot tables
- Previous experience using Colorado Operations Resource Engine (CORE), the State of Colorado's Accounting System
- Knowledge of AmeriCorps fiscal allowability and a general understanding of 2 CFR part 200.
- Previous experience in drafting contracts according to the State of Colorado Procurement Code
- 2 years of experience in monitoring grant programs.