EMILY GRIFFITH TECHNICAL COLLEGE

Traditional 235 work days

FTE: 1.0

Salary Range: $51,940 - $60,235

Essential Functions and Objectives:

Responsible for performing technical analysis to solve business problems using advanced methods. Contributes to operational goals by influencing district decision-making. Administers the maintenance, procedures, and reporting district wide systems and platforms.

The Emily Griffith Technical College (EGTC) Analyst role supports the normal day-to-day operations of the Business Services department. These functions may include, but are not limited to, accounting, budgeting, financial reporting, financial analysis, grant management, payroll processing, and inventory compliance.

- Work with department heads to develop budgets for financial reporting. Upload budgets to Denver Public Schools (DPS) accounting system.
- Develop and provide financial reporting to enhance financial transparency and provide necessary information to key decision makers. This may include forecasting.
- Verify, reconcile and analyze EGTC financial information to support all departments within the college.
- Update, organize and file accurate records. Compile, organize, track and update data for various reports.
- Perform all aspects of the grant management process in accordance with Denver Public Schools (DPS) policies. This includes grant administration and reconciliation, working with the applicable Denver Public Schools offices, ensuring audit compliance, proper accounting, and other duties as needed.

- Create budgets for new grant proposals. If awarded fund, oversee subsequent DPS Grant Award Notification and budget upload. Compile all grant billing and financial reporting as needed by the funder and in compliance with DPS policies in procedure.

- Ensure that any necessary Time and Effort Certification for employees paid via grant funds is done accurately.

- Manage financial oversight on all assigned local, state and federal grants.

- Ensure with grant contracts, local, state and federal guidelines as well as DPS policies and procedures.

- Enter and process payroll as needed. This may include processing complex payment splits for employees paid from multiple payment sources. Research and resolve payroll discrepancies by working with DPS AP/Payroll teams when necessary.

- Maintain accurate inventory of equipment and other assets in compliance with local, state and federal requirements, including working with DPS Fixed Assets to add newly purchased items to inventory.

Knowledge, Experience & Other Qualifications:

- Two (2) or more years of related experience in accounting, finance, or bookkeeping.

- Strong attention to detail.

- Effective time management and organizational skills.

- Effective communication skills.

- Work collaboratively with others on a team.

- High degree of integrity in handling confidential information.
- Aptitude for variety and changing expectations and fast-paced environment.
- Knowledge with Microsoft Office products and Google Suite.
- Effectively handle multiple demands and competing deadlines.
- The ability to take responsibility for one’s own performance.
- Ability to work in a multi-ethnic and multi-cultural environment with district and school leaders, faculty, staff and students.
- Ability to receive, coordinate, and assign various job related tasks simultaneously.
- Ability to demonstrate critical thinking and problem solving skills.
- Experience and proficiency with variety of computer applications, including spreadsheets, word processing and databases, automated online accounting systems, and payroll software.

**Education Requirements:**

- Bachelor's Degree in Accounting, Finance, Business Administration, or related field required.

**Additional Information:**

- Compensation Structures: [http://thecommons.dpsk12.org/Page/244](http://thecommons.dpsk12.org/Page/244)
- Employee must live and work with a permanent home address in Colorado while working for Denver Public Schools.

**About Denver Public Schools:**
Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS is comprised of nearly 200 schools including traditional, magnet, charter and alternative pathways schools, with an enrollment of more than 90,000 students.

DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at dpsk12.org.

Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.