



STATE OF COLORADO
invites applications for the position of:

Business Program Analyst (Part-Time)

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: [1625 Broadway, Suite 2700, Denver, CO 80202](#)

SALARY: \$1,666.67 - \$2,083.33 Monthly

OPENING DATE: 06/27/18

CLOSING DATE: 07/31/18 11:59 PM

JOB TYPE: Part Time

THIS PART-TIME POSITION IS EXPECTED TO WORK THE FOLLOWING NUMBER OF HOURS PER WEEK:

20 hours per week

DEPARTMENT INFORMATION:

Do you have a passion for the State of Colorado and our economic success? The Business Funding and Incentives (BF&I) Division within The Colorado Office of Economic Development and International Trade (OEDIT) is seeking a talented Part-Time Business Program Analyst to join our team.

OEDIT works with statewide partners to create a positive business climate that encourages dynamic economic development and sustainable job growth for Colorado. The mission of this position is to drive job growth across the state by helping to develop, manage and execute business funding and incentive programs.

Qualified candidates will possess at least three years of professional level experience in: finance, financial operations, business analytics or public program support and a bachelor's degree in accounting, business administration, economics, finance, public administration, statistics, or closely related field

DESCRIPTION OF JOB:

This position supports the BF&I Division programs with analysis, process development, financial and accounting work. This position is a key contact for the public and program applicants to answer questions and to guide through processes.

Specific duties include:

- Execute program operations, taking a strong fiduciary perspective in deploying taxpayer funds.
- Understand, monitor and communicate statutes, federal regulations, and other rules relevant to programs. Assist with policy and guideline development.
- Drive improvements to processes and procedures
- Interact with the vendors and the general public to answer questions on eligibility and process. Develop user guides for applicants and partners.
- Support decision-making boards, prepare meeting materials.
- Utilize economic and demographic data sets.
- Track program metrics and support program analysis and evaluation. Coordinate collection and validation of data.
- Prepare and track budgets for grants and programs, collaborating with accounting and senior staff.
- Execute and manage contracts with external program partners.
- Fulfill program reporting requirements.
- Help design public policy and financial mechanisms to promote public benefits
- Support other BF&I team members in financial, analytical, reporting, accounting and payment processing duties particularly during peak load work periods.
- Special Assignments. Takes on other assignments and special projects per direction from Division Director and Deputy Directors.

COMPETENCIES

- Strong Expertise in Excel – formulas, macros, pivot tables.
- Collaboration - Professional, enthusiastic, positive attitude, able to collaborate, communicate and cooperate with multiple cross functional partners inside OEDIT. Execute good judgment and acumen in solving problems and escalating issues to senior management. Builds strong working relationships and responds to the needs of partners and stakeholders.
- Modeling and Analytical Skills – Strong business and economic analysis and reporting skills. Experience with financial statements, economic data, population data.
- Financial Management – Create and manage budgets. Review and analyze financial statements.
- Organizational and Administrative Skills - Supports multiple complex projects with attention to detail and accuracy.
- Written and Oral Communication Skills - Ability to draft clear and concise written summaries describing projects, requests and recommendations. Good communicator with co-workers, customers and stakeholders. Approachable, flexible, uses tact and diplomacy but able to draw firm boundaries where required.
- Personal Integrity
- Passion for OEDIT's Mission and the State of Colorado
- Flexibility – Willingness to take on other, new, related duties and special projects as required by the Deputy Director of BF&I. Able to adjust to new priorities and changing requirements and processes.

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

EDUCATIONAL, EXPERIENCE AND SKILLS REQUIREMENTS

- Graduation from an accredited college or university with a bachelor's degree in accounting, business administration, economics, finance, public administration, statistics, or closely related field
- Three (3) years of professional level experience in: finance, financial operations, business analytics or public program support.
- Demonstrated ability in conducting independent program management.
- MS Word, PowerPoint and Access proficiency required.
- Expert Excel skills required including ability to design, construct, and modify complex pivot tables and financial models and use advanced data analysis functions in Excel.
- Experience with Salesforce is a positive.

HOW TO APPLY: Online applications will not be accepted. Please follow instructions on the job announcement for submitting an application.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Applicants should submit a cover letter, resume, and references in one document to The Office of Economic Development and International Trade by e-mail at oesdit.info@state.co.us with the subject line "Part-Time Program Analyst " by July 30, 2018. Due to the large volume of resumes we receive, we do not acknowledge receipt of each resume and are unable to give status updates. If a strong match is found between your qualifications and the requirements of the position, a member of the recruiting staff will contact you to further discuss the career opportunity.

DEPARTMENT CONTACT INFORMATION:

oesdit.info@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>

Position #bfinalystpt06.27.2018
BUSINESS PROGRAM ANALYST (PART-TIME)
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THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.
