Job Title: Chief Financial Officer
Location: State Office
Primary Physical Work Address: 1300 Broadway St, Suite 400
Salary: $142,827-$172,369
Opening Date: 08/07/23
Closing Date/Time: 08/21/2023, 11:59 PM Mountain Time
Job Type: Full Time

Please Follow the Instructions Below on How to Apply

Colorado’s Office of the State Public Defender (OSPD) maintains a reputation as one of the top organizations in the nation specializing in the delivery of indigent criminal defense. We operate as an independent agency within the Judicial Branch of Colorado State Government with nearly 1,000 dedicated employees assigned to twenty-one Regional Trial Offices, a centralized Appellate Division, and a centralized Administrative Office. The mission of OSPD is to defend and protect the rights, liberties and dignity of those accused of crimes who cannot afford to retain counsel. We do so by providing constitutionally and statutorily mandated representation that is effective, zealous, inspired, and compassionate.

We seek to hire professionals who are dedicated to furthering our mission and demonstrate compassion in their service to our clients. We are a fast-paced, team-oriented environment, where self-motivation and a personal commitment to high performance are important attributes for success.

HOW TO APPLY:
Please submit your resume and cover letter to the attention of Andrea Landaverry, HR Generalist, Andrea.Landaverry@coloradodefenders.us no later than August 21, 2023. Please highlight your specific interest in working in a criminal public defense system and how your skills and experience meet the qualifications for the position.

Only candidates selected for interviews will be contacted.

BENEFITS OF WORKING FOR OSPD:
- 6 Health Plans- Kaiser and Cigna options
- Basic Vision Insurance - included with medical plans
- Dental Insurance
- State Paid Life Insurance
- State Paid Short-Term Disability
- FSA – Healthcare and Dependent Care
- HSA Plan with Employer Contribution
- Generous Paid Time Off
- 11 paid holidays
- Access to Mental Health and Well-Being Resources
- Colorado PERA
- 401(k) and 457 Supplemental Retirement Plans
- ECO Pass
For more information on benefits please visit https://dhr.colorado.gov/state-employees/state-of-colorado-employee-benefits. For additional information on PERA visit www.copera.org.

POSITION PURPOSE/DEFINITION OF WORK:

GENERAL SUMMARY:
This position provides the direction and leadership for developing, planning, implementing, and directing the Office of the State Public Defender’s (OSPD) financial services team, programs, and services under the strategic direction of State Public Defender. Work involves consulting in program objectives; coordinating organizational and operational components of the agency; developing policies that govern financial systems and operations; managing the agency’s budget and resources; and, allocating human, fiscal, operating, and capital resources for the agency. The position applies comprehensive knowledge and technical expertise to develop, implement and administer the agency’s financial services including, but not limited to, budget; accounting; payroll; audits; operational planning; statistical analysis and trend projections; contract and grant management; procurement; facilities management; fleet and travel coordination; and financial systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
(Employees must be able to perform the essential functions of the job, with or without reasonable accommodation.)

Strategic Planning
- Participates in short and long-term strategic planning in the development of agency-level goals and objectives through evaluating staffing and resource needs; forecasting and prioritizing personal services and operating budgets; determining fiscal implications of legislative objectives; and, anticipating and identifying issues and recommending solutions.
- Consults with other division managers, office heads, staff and the state Public Defender on special projects and program operations, resources, policies and procedures.
- Develops and maintains the appropriate organizational structure in the finance division, including staff and resources required to support the agency’s administrative and operating needs. Evaluates the division’s performance, defines program objectives, and adjusts programs as needed.

Budget
- Directs and oversees the preparation and submission of the agency’s annual budget Monitors funding against expenditures and trends and updates projections as necessary to ensure funds are consistent with the budget.
- Directs and oversees the legislative fiscal note analysis to the Colorado General Assembly and other regulatory entities as needed, responding within deadline-driven timelines.
- Conducts comprehensive research, statistical analyses and reporting on caseload standards to assess short and long-term policy, resources and strategic planning and objectives.

Management of Financial Services
- Serves as the agency Controller and contact for all financial data requests and external financial and/or performance audits for the State Controller’s Office and State Auditor’s Office.
- Provides direction and oversight of agency internal audits and works with external auditors on an annual basis.
- Manages and reconciles overall costs and expenditures against projected spending and budget allocations.
- Provides advice counsel on the financial implications of compensation decisions.
- Performs balance sheet and financial transactions in the state’s CORE accounting systems; accounts payable; monthly, quarterly and yearly close of the agency’s books; prepares financial statements and reports; and ensures compliance with the agency’s internal controls.
- Ensures policies and procedures comply with applicable federal and state laws and regulations, fiscal rules and procedures, and internal policies and procedures.
- Directs and oversees the administration of the agency’s finance and related policies, procedures, and communications in the following areas, assists staff in resolving issues as needed.
  - Accounting: Financial transactions in the state’s CORE accounting systems; accounts payable; monthly, quarterly and yearly close of the agency’s books; credit card administration; costs and expenditure.
  - Payroll: Use of the State’s CPPS system for payroll transactions; payroll adjustments; and review, approvals and reconciliation of monthly and biweekly payroll processes and expenditures.
  - Contracts and procurement: Audit standards process development; research and negotiation of products and services, pricing, and contract terms; and vendor performance, contracts, and services approvals.
Facilities management, space allocation and planning: Design, construction, modifications and alteration of facilities and equipment; maintenance; budgeting; and lease and contract management. In conjunction with state and non-state property owners, ensures compliance with building codes and standards including, but not limited to, health, accessibility, and safety requirements.

Travel program: Development and maintenance of policies and procedures, approval processes, travel arrangements and reimbursement rates. Review and approval of vendor contracts; and analysis of price proposals, financial reports, and related data to ensure cost efficiencies.

State assigned vehicles: Coordination with the State Fleet Management division and management of lease agreements. Conducts utilization and needs assessments to monitor and project appropriate resource allocations.

Program Management
- Directs the finance team in the implementation and administration of finance programs and activities including accounting and financial analysis, budget, procurement, and payroll.
- Directs the finance division’s staff to include prioritizing and assigning work; conducting performance evaluations; ensuring employees are trained; ensuring that employees follow policies and procedures; and, making hiring, termination, and disciplinary decisions/approvals. Direct reports include lead and supervisory levels.

Miscellaneous
- Travel to other offices and work locations as required.
- Demonstrates a commitment to diversity, equity, and inclusion. In collaboration with leadership teams and human resources, ensures compliance with employment laws and practices to promote diversity, equity, and inclusion in the areas of recruitment, hiring and promotional opportunities; employee recognition; training and development; and encouraging full utilization of employees' skills and talents.
- Performs other duties as assigned.

QUALIFICATIONS:

Education and Experience
Bachelor’s degree in accounting, finance, business or public administration or field directly related to the programs managed. Significant experience working with budget analysis, development, and implementation; accounting; purchasing and contracting. Progressive experience in leading and managing professional-level staff. Equivalent education, training, or experience that demonstrates the knowledge, skills, and competencies required to perform at this level may substitute for the stated minimum qualifications.
- Master’s degree in Business or Public Administration or field directly related to assignment.
- Budget and finance experience in a state or other public sector environment.

Preferred Qualifications
- Experience implementing, managing, and monitoring a step and grade pay system.
- Knowledge of the factors that influence and determine job placement within the system and individual progression within the job.
- Possesses the ability to explain and present to staff the requirements and benefits of the step and grade pay system.
- Experience working with Human Resources providing accurate step and grade placement and information for new hires; monitoring pay progression; and assisting in market analysis research.

Knowledge (position requirements at entry):
- Comprehensive knowledge of generally accepted government accounting and finance systems, principles, methods and practices;
- Knowledge of internal control procedures, basic components and compliance requirements;
- Auditing standards and practices for both conducting and undergoing financial and operational audits;
- Business management principles involved in strategic planning, budget and resource allocation and personnel management;
- Budget analysis, formulation, execution and implementation;
- Legislative analysis;
- State government contract and procurement rules, practices and procedures;
- State government financial and accounting rules and regulations.
**Skills** (position requirements at entry):

- Strong customer service focus;
- Ability to maintain a high degree of professionalism, discretion and confidentiality;
- Strong coaching, supervisory and leadership skills;
- Strong project management skills;
- Analytical and problem solving skills to develop effective operating processes and business solutions;
- Ability to interpret and apply agency and state rules, policies and procedures and laws as appropriate;
- Negotiation skills to formulate policies and programs and/or jointly arrive at decisions, conclusions, solutions or resolve problems;
- Ability to develop and maintain collaborative relationships and strategic partnerships with agency wide staff and managers, vendors and inter-agency representatives;
- Effective verbal and written communication skills to convey information effectively in a clear and understandable manner;
- Proficiency in standard software applications such as, Microsoft Office, web-based applications, internet browsers, e-mail and Adobe Acrobat.
- Demonstrates a commitment to diversity, equity, and inclusion.

**Statement of Diversity, Equity, Inclusion & Belonging:**

OSPD is committed to maintaining a workplace where everyone feels respected, accepted, and valued. With this in mind, we strive to create an inclusive workplace that embraces different cultures, backgrounds, and perspectives. We will continuously review our company policies and hiring practices to foster a fair and equitable work culture.

**PHYSICAL REQUIREMENTS:**

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Involves sitting most of the time, but may involve walking or standing for brief periods of time.

- Talking, hearing, seeing; reaching with hands and arms; using hands and fingers
- Using electronic devices such as computers
- Vision to include near acuity, depth perception, and ability to adjust focus

**NON-DISCRIMINATION**

The Office of the Colorado State Public Defender provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, national origin, gender, age, sexual orientation, gender identity, religion, disability or other protected status, in accordance with applicable federal, state and local laws. Consistent with this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including the application and selection process. If you have a disability and require reasonable accommodation, please contact Katey Tarkington at, Katey.Tarkington@coloradodefenders.us