

Office of Higher Education
Job Opportunity

Senior Consultant – Division of Finance and Administration

Open To: The Public
Location: 61 Woodland Street, Hartford, CT
Hours: Full-Time (40 hours/week)
Minimum Starting Salary: \$60,011
Closing Date: December 6, 2013

The Office of Higher Education has an employment opportunity within its Division of Finance and Administration for an individual skilled in federal grants administration, state agency business operations, and trends analysis and research.

General Information

The Senior Consultant is responsible for the financial administration of several federally-funded grant programs, including drawdowns from federal agency systems, tracking and recording expenses in the State of Connecticut CORE-CT Financial System, and completion of financial documents required by state and federal agencies.

The Senior Consultant also will conduct data analysis and research on various higher education topics (such as enrollment, degrees, costs), and produce written reports for public presentation and publication.

Qualifications

- Bachelor's degree (Masters preferred)
- Six years experience working in federal grants administration, including utilizing draw-down procedures using federal SAM and G-5 systems
- Extensive experience in public sector accounting and budgeting, including using the State of Connecticut CORE-CT financial system
- Experience in preparing and processing personal service agreements, memorandums of agreement, invoices and purchase orders related to grant activities
- Ability to produce, monitor and update financial reports based on different time periods (i.e. calendar year, state fiscal year, federal fiscal year, etc.)
- Ability to analyze complex budgetary and policy issues
- Experience in research and policy analysis in higher education
- Advanced computer proficiency, including the ability to develop and manage databases
- Knowledge of higher education issues and the Connecticut higher education system
- Superior interpersonal, communication, project management and problem-solving skills

Application Instructions

Interested candidates should send/email the following: a letter describing how their interest and experience match the position requirements, a resume, and contact information (including email addresses and telephone numbers) for three (3) professional references. All materials must be received by December 6, 2013.

Lisa Negro
Senior Associate
Office of Higher Education
61 Woodland Street
Hartford, CT 06105-2326
Email: LNegro@ctohe.org

The Office of Higher Education is an Equal Opportunity/Affirmative Action Employer and strongly encourages applications from women, minorities, persons with disabilities and veterans.