



CCTSI Finance Manager Job Description

To Apply: [Job Description - CCTSI Financial Manager \(38951\)](#)

University of Colorado Anschutz Medical Campus

Department: Colorado Center of Translational Science Institute (CCTSI)

Job Title: CCTSI Finance Manager

Position # 00691364: – Requisition # 38951

Job Summary:

CCTSI Finance Manager is a multifaceted management position, primarily fiscal, and reports to the Director of Finance and Administration (DFA). The position is responsible for coordinating policies, procedures and oversight of the CCTSI finance and accounting activities, grant management, travel/procurement card, purchasing operations, cash management, and some human resources functions. Working under the direction and guidance of the DFA, the CCTSI Finance Manager oversees all aspects of CCTSI finance and accounting activities, day-to-day grants management, purchasing operations, financial reporting. This position is responsible for aligning the CCTSI with the policies and procedures of the University of Colorado. The role will collaborate with CCTSI Program Managers and Administrators, University Administration, and CCTSI affiliated institutions to ensure that the financial activities are meeting the Institution's goals and objectives. Working closely with the DFA, this role represents the CCTSI with the University of the Colorado by providing essential communication, networking, and reporting for the effective functioning of the finance, accounting, and purchasing activities.

The position requires extensive, diverse and progressively responsible experience at the management level, including professional experience in financial administration and grant management.

Key Responsibilities (list 5-7)

- Fiscal responsibility and management of all funds of the CCTSI including state, federal, auxiliary, gift, and grant funds
- Regularly monitor expenditure activity for each funding source; translate expenditure activities to the overall CCTSI Budget spreadsheet.
- Prepare staff/faculty salary data and fund sources for annual salary setting process.
- Oversee and process all CCTSI financial activities in University enterprise applications (PeopleSoft, HCM, Concur, CU Marketplace, MyLeave), including JE's, PETs, POs, SPOs, Invoices, Payment Vouchers, Travel Reconciliations, Employee Reimbursements, timesheets, etc.
- Process payroll funding distributions, Journal Entries, and Payroll Expense Transactions

- Oversee all aspects of CCTSI purchasing activities, including delegation of purchasing responsibilities and adherence to procurement policies.
- Manage all aspects of the purchase order lifecycle (creation and closeout) and payment of vendor invoices.

Work Location: Hybrid eligible: this role is eligible for a hybrid schedule consistent with University policy and contingent upon status of training, required in-person meetings, and supervisor approval. Current University policy allows for up to 2 days per week of hybrid work.

Why Join Us: The Colorado Clinical and Translational Sciences Institute (CCTSI) at the University of Colorado Anschutz exists to accelerate and catalyze the translation of innovative science into improved health and patient care. The CCTSI is committed to improving human health by accelerating scientific discoveries and their implementation and dissemination while building the research teams of the future. Colorado and the Rocky Mountain region are home to people of all backgrounds. We strongly believe that teams that include a broad representation of individuals working together will foster progress and innovation -- and when we engage our communities as part of these teams, we advance our research in a way that improves health for all.

Why work for the University?

We have AMAZING benefits and offer exceptional amounts of holiday, vacation and sick leave! The University of Colorado offers an excellent benefits package including:

- Medical: Multiple plan options
- Dental: Multiple plan options
- Additional Insurance: Disability, Life, Vision
- Retirement 401(a) Plan: Employer contributes 10% of your gross pay
- Paid Time Off: Accruals over the year
- Vacation Days: 22/year (maximum accrual 352 hours)
- Sick Days: 15/year (unlimited maximum accrual)
- Holiday Days: 10/year
- Tuition Benefit: Employees have access to this benefit on all CU campuses
- ECO Pass: Reduced rate RTD Bus and light rail service

There are many additional perks & programs with the [CU Advantage](#).

Qualifications:

Minimum Qualifications:

- Bachelor's degree in business, business administration, finance, accounting, or a directly related field from an accredited institution.
- 5 years of professional experience in business operations and financial management
- At least 2 years in a role with experience in interpreting and applying research grant post-award policies from a variety of funding structures (federal, state, foundation, and institutional).

Substitution: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor's degree on a year for year basis.

Preferred Qualifications:

- Experience within the University of Colorado.
- Experience at an academic institution embedded in a research oriented program.
- Experience with the PeopleSoft (finance and human resources management system modules) Marketplace, and Concur Systems.

Competencies: Knowledge, Skills, and Abilities (KSAs):

- Advanced skills in MS Excel with ability to handle large data sets including functions used in data analysis.
Proficiency working with Excel pivot tables
- Strong financial management skills to include comprehensive understanding of the academic medical institution financial structure and operational standards.
- Ability to interpret University policies (financial, administrative, human resources) and implement those policies in the local operational environment.
- Demonstrated ability to manage funds effectively from a variety of sources and with the use of a variety of financial management software applications.
- Knowledge of the regulatory policies associated with demonstrated ability to successfully plan, organize, implement and coordinate financial and administrative activities in a diverse and complicated system
Ability to work independently following training.
- Outstanding problem-solving, logical reasoning, and analytical thinking.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Excellent written and verbal communication skills
- Outstanding customer service skills.

How to Apply:

For full consideration, please submit the following document(s):

1. A letter of interest describing relevant job experiences as they relate to listed job qualifications and interest in the position
2. Curriculum vitae / Resume
3. Three to five professional references, including name, address, phone number (mobile number if appropriate), and email address

Questions should be directed to: Tim Lockie, tim.lockie@cuanschutz.edu

Screening of Applications Begins:

Applications will be accepted until finalists are identified

Anticipated Pay Range:

The starting salary range (*or hiring range*) for this position has been established as \$73,491 – \$93,480.

The above salary range (*or hiring range*) represents the University's good faith and reasonable estimate of the range of possible compensation at the time of posting. This position may be eligible for overtime compensation, depending on the level.

Your total compensation goes beyond the number on your paycheck. The University of Colorado provides generous leave, health plans and retirement contributions that add to your bottom line.

[Total Compensation Calculator](#)

Equal Employment Opportunity Statement:

CU is an Equal Opportunity Employer and complies with all applicable federal, state, and local laws governing nondiscrimination in employment. We are committed to creating a workplace where all individuals are treated with respect and dignity, and we encourage individuals from all backgrounds to apply, including protected veterans and individuals with disabilities.

ADA Statement:

The University will provide reasonable accommodations to applicants with disabilities throughout the employment application process. To request an accommodation pursuant to the Americans with Disabilities Act, please contact the Human Resources ADA Coordinator at hr.adacoordinator@cuanschutz.edu.

Background Check Statement:

The University of Colorado Anschutz Medical Campus is dedicated to ensuring a safe and secure environment for our faculty, staff, students and visitors. To assist in achieving that goal, we conduct background investigations for all prospective employees.

Vaccination Statement:

CU Anschutz strongly encourages vaccination against the COVID-19 virus and other [vaccine preventable diseases](#). If you work, visit, or volunteer in healthcare facilities or clinics operated by our affiliated hospital or clinical partners or by CU Anschutz, you will be required to comply with the vaccination and medical surveillance policies of the facilities or clinics where you work, visit, or volunteer, respectively. In addition, if you work in certain research areas or perform certain safety sensitive job duties, you must enroll in the [occupational health medical surveillance program](#).