

## **Colorado Mountain College**

### **Position Description**

Title: Fiscal Affairs Student Intern \*Maximum 28 hours per week  
FLSA Classification: Non-Exempt (hourly)  
Hiring Rate: \$25.22 per hour

#### Primary Responsibility

Under the direction of a Fiscal Affairs Director, the Fiscal Affairs Student Intern is responsible for performing a variety of fiscal functions for the Fiscal Affairs department involving the use of accounting practices.

This position uses accounting principles and fiscal affairs management practices in support of budget and financial needs in the department, ensuring compliance with all College fiscal processes.

This is a part-time CMC student position with a maximum of 28 hours per week.

#### Pre-requisites for Position (Qualifications Standards)

Education and Experience sufficient for the rigors of the position. Examples may include a High School/GED and five years related work experience, or equivalent education and experience that will provide the necessary knowledge, skill and abilities to perform the functions of the position.

The selected candidate must be a Colorado Mountain College (CMC) student. Potential for qualified/approved CMC students to request an independent study for the BUS-4087 internship credits.

Special Skills or abilities directly applicable to the position: knowledge of generally accepted accounting principles and practices, business office operations, budgeting, profit and loss statements, record-keeping management systems and techniques. Quantitative/qualitative analysis. Organize and prioritize workload and meet deadlines, perform accurate calculations, utilize automated computer programs, and prepare financial reports and spreadsheets. Familiarity with Microsoft Office particularly Excel.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

#### Essential Duties

1. Uses college ERP software to record, store, maintain and analyze financial information. Includes assigning revenues and expenditures to appropriate accounts or functions and posting appropriate records. Determines whether expenditures have been made in accordance with valid procedures and within budgetary constraints. Prepares journal entries and input documents to correct users' errors or perform charge-outs.



2. Examines large volumes of invoices, expense vouchers, and other source documents to verify obligations and post appropriate records. Maintains electronic records and files related to accounting activities. Initiates requisitions for purchase orders and request for proposals (RFP) and/or quotes (RFQ) in accordance with purchasing guidelines.
3. Serves as a resource to college employees, and provides responsive, high-quality service to representatives of outside agencies and members of the public, by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
4. Compiles and analyzes data for special and regular financial reports. Summarizes financial data to keep financial records. Analyzes quarterly budget spreadsheets and minor maintenance spreadsheets and identifies any problem areas. Responsible for overseeing the reporting of college-wide utilities to the energy management software system.
5. Advises college leadership on effective uses of resources, methods to maximize resources, and best budgeting practices. Coordinates and balances annual minor maintenance budget submissions from all facilities departments.
6. Works with campus staff and Facilities, Budget/Finance, Risk Management and Purchasing Departments to ensure that all accounting activities are compliant with CMC policy.
7. Special projects and other duties as assigned.

#### Supervision Received

This position works under the supervision of a designated Fiscal Affairs team member.

#### Supervisory Responsibility

This position does not have any supervisory responsibility.

#### Special Conditions of Employment

Successful completion of a background check will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned. This position may require travel throughout the CMC service area, and occasional travel outside of the service area for professional development or other meeting requirements.

#### Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 25 lbs; ordinary talking, hearing and full vision



capabilities; and the ability to read/comprehend. Write, communicate orally, and reason and analyze constantly; and perform calculations occasionally. Work is performed using a computer and standard office equipment daily, and driving a vehicle occasionally.

HR Reference Information:	
Position group and code:	430160/512000 80% trainee level
Date of review:	10.10.2023

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.