



Nurturing Forests. Empowering Communities. Build Your Career in Grants & Finance with Us.

The Colorado State Forest Service is seeking a detail-oriented and service-driven [Grants Associate](#) to join our Administrative Division. This role plays a critical part in supporting forest management, wildfire mitigation, and community forestry programs across Colorado by ensuring the financial integrity of our state-funded grants.

As part of a collaborative three-person Grants Team, the Grants Associate works closely with Program Specialists, Managers, and Foresters statewide to oversee post-award grant administration. This position is ideal for someone who enjoys working with financial data, ensuring compliance, and supporting meaningful, mission-driven work. [Apply now!](#)

What You'll Do:

- Provide financial oversight for state-funded grant programs, ensuring compliance with CSU, CSFS, and funding requirements
- Review, authorize, and process grant reimbursements and payments with a high level of accuracy
- Manage financial transactions and reporting within university systems (Kuali)
- Reconcile accounts, identify discrepancies, and support resolution efforts
- Serve as a financial resource to staff across the agency, offering guidance and support
- Analyze financial data to improve processes and strengthen internal controls

What We're Looking For:

- Bachelor's degree in Business, Accounting, Communications, or a related field
- Minimum of 2 years of professional finance or accounting experience
- Strong attention to detail and commitment to high-quality work
- Excellent communication and collaboration skills
- Proficiency in Microsoft Office (Word, Excel, Outlook) and financial data management

Location: Fort Collins, CO (Hybrid – up to 2 days remote)

Salary: \$50,000 – \$60,000 annually (based on experience)

Why Choose Colorado State Forest Service?

We not only value our forests; we also value our employees. Joining our team comes with incredible benefits:

- **Identity Wear Stipend:** Elevate your professional image with a stipend for personalized executive wear.
- **Work-Life Harmony:** Achieve optimal work-life integration through tailored and flexible scheduling options.
- **Connectivity Privilege:** Stay seamlessly connected with either a cell phone allowance or a provided work cell.
- **Premium Healthcare Benefits:** Prioritize your well-being with access to exclusive and comprehensive healthcare benefits.

- **Time-Off:** Recharge with 15 days of sick leave and 24 days of annual leave.
- **Retirement Plan:** Secure your financial future with a remarkable 12% employer contribution to your retirement plan.
- **Assistance Program:** Access premium well-being resources through our Employee Assistance Program.
- **Professional Development:** Enhance your skills through personalized professional training opportunities facilitated by CSU.
- **Educational Empowerment:** Receive 9 hours of education credits annually through CSU.
- **Tuition Privileges for Family:** Secure your family's future with 50% off tuition for children, partner, and spouse.
- **Community Leadership Initiative:** Give back to your community with paid administrative leave dedicated to volunteering.

How to Apply:

Ready to make an impact? Apply here: <https://csfs.colostate.edu/employment/> and submit your resume and cover letter today!

Applications must be received by **April 21, 2026** for full consideration.