



Job Description

Job Title: Senior Director-Financial Services/Assistant Controller JTC: AQD

Salary Range: E05

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for leading the operations of an organization, ensuring business goals are achieved by applying business strategies and developing organizational objectives.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Must be able to provide leadership, oversight and accountability for the operational effectiveness and efficiency of an organization to achieve its mission and goals. Understands and keeps abreast of applicable laws, regulations and government requirements and their impact on the business ensuring compliance through effective procedures, policies and practices.

Ability to manage complex projects; plan and evaluate processes or programs; examine and re-engineer operations; formulate policy, develop and implement new strategies and procedures. Ability to provide strategic direction by identifying actions necessary to achieve task(s) completion and obtain results meeting timelines, quotas, budget, performance goals, etc. Able to collaborate with leadership and/or stakeholders regarding ways to improve the functionality of the organization in the best interest of the district.

Must have strong leadership and interpersonal skills and the ability to work effectively with diverse cultures and populations. Able to manage internal and external relationships in ways that promote the best interest of all stakeholders. Ability to sustain and improve the work environment in the face of change and environmental challenges. Understands and effectively manages group dynamics and ambiguity; maintains confidentiality; acts ethically and with integrity.

Ability to seek ways to proactively improve organizational processes and outcomes by being objective, fairly evaluating different components and aspects of a situation; maintaining a balance between the goals of the organization and those of the district. Recommends policy/procedural changes to support business needs.

Ability to manage and impart information to a diverse district-wide community working cross-functionally with other constituents to implement operational strategies and document new processes to improve the customer experience.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree plus three (3) to five (5) years of experience in related field. Official transcripts are required. Must have valid driver's license. ****Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.****

ESSENTIAL DUTIES AND RESPONSIBILITIES

Must have a strong knowledge of accounting principles, methodology and practices. Responsible for oversight of the district's financial and accounting operations including payroll, bank reconciliations, accounts payable and other financial services. Oversees the preparation of various financial reports and completes analysis for regulatory reporting ensuring compliance with federal, state or local rules and regulations, as well as ensuring compliance with DCCCD policies and procedures.

Analyzes work flow processes for business unit and proposes enhancements to the quality and/or efficiency of work through such methods as automation, reorganization of work, elimination of redundancies, etc. Develops strategies for complex projects/tasks and implements changes as needed. Excellent administrative and organizational skills, teamwork, and experience in financial management of higher education with attention to detail.

Collaborates with a diverse district-wide community responding effectively to questions regarding payroll, benefits and other financial issues. Serves on several committees and/or councils, internal/external to the district. Provides a supportive work environment through coaching and mentoring of staff to develop their full potential and career growth. Develops action plans and assembles work groups for assigned projects and remains current regarding regulatory compliance.

Independent thinker using sound judgment to make ethical decisions based on information gathered and analyzed. Responsible for the hiring, training, motivation and evaluation of staff. Collaborates with stakeholders cross-functionally to identify, develop and implement financial systems and reports requiring a strong knowledge and understanding of accounting principles, best practices and internal control over financial reporting. Able to adapt to changing work environments, work priorities and organizational needs.

Must have outstanding interpersonal, time management, oral and written communication skills and the ability to communicate and work effectively with a diverse range of internal/external stakeholders.

Supervises approximately ten (10) to eighteen (18) employees. Responsible for managing a budget of approximately \$1.5+ million dollars.

Performs other duties as assigned.



Dallas County Community College District

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.