



Job Description

Job Title: College Director, Business Operations

JTC: AEY

Salary Range: E02

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

Plans, organizes, and manages the activities of Business Operations and Accounting division and performs highly complex professional accounting duties in the analysis, preparation and maintenance of financial records, statements and reports, and of accounting transactions and controls.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Requires specialized professional knowledge of the theory, principles and procedures of accounting management, budget preparation and finance for education. Requires the ability to access and utilize information from mainframe and microcomputer applications. Knowledge of the districts accounting data entry and storage systems. Knowledge of the laws and regulation governing financial transactions.

Ability to make independent judgement and exercise critical thinking skills. Must be able to think strategically, handle complex problems, negotiate and resolve conflict. Demonstrated ability to independently and effectively manage highly complex projects and business solutions with broad scope and impact.

Ability to work as part of a team in a cross-cultural environment, fostering open communication and continuous quality improvement with a positive and innovative approach. Well developed skills with personal computer software sufficient to design and use spreadsheet and databases for decision support.

Knowledge of and experience in developing and implementing short- and long-term strategic plans. Knowledge of high-level technical skills, with the ability to utilize effective business management principles to a wide array of difficult and unique problems.

Ability to drive change and improve key business processes and financial models. Leadership skills to provide guidance, coaching and mentoring to staff. Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines. Must be able to provide excellent customer service.

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 or higher plus two (2) years of progressively responsible experience in a computerized, multi-cost center accounting office including. Official transcripts required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises accounting activities, including reconciliation and receivables, collection of bad debts, collection of college load defaults, fee collection, purchasing, accounts payable and cash handling. Assists in the development of the budget and oversees the annual budget.

Maintains budgetary controls on expenditures prior to approving purchase requests. Supervise the accounting services portion of registration, including cash disbursement of financial aid students, fee collection, balancing fee receipts and cash on hand, computer input of fee receipts and official reporting day transfers.

Advises division supervisors on policies and procedures relating to budget preparation, implementation, purchasing and accounting. Primary responsibility for timely and accurate billing of tuition/fees to state, federal and private agencies.

Requires the ability to supervise, train, mentor, evaluate and motivate staff to optimize services and perform the accounting activities. May be responsible for college auxiliary services such as, but not limited to, mail room, reproduction services, food service, bookstore, and vending. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent interpersonal, presentation, verbal and written communication skills in order to interact with individuals from diverse backgrounds within the DCCCD community network.

Performs other duties as assigned.

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.