



Job Description

Job Title: Associate Director – Business Operations

JTC: APV

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

Responsible for business operations and financial administration of the organization. Provides project strategy, resource planning, coordination and execution of projects and analytics.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience to organize, plan and direct the daily activities of a department or organization. Advanced knowledge to develop, manage and implement departmental processes and procedures to meet vision, mission and goals of the organization. The ability to drive implementation of key initiatives following policies and procedures of the district and organization.

Ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Provide leadership that encourages employee productivity and efficiency. Advanced experience developing both short- and long-term strategies that meet business needs. The ability to lead committees and tasks forces to improve service and quality.

Develop and maintain constructive and cooperative working relationships with individuals of diverse backgrounds, both internally/externally, within and outside of the organization, with representatives of the community, employee and public interest groups to meet the business needs. Excellent interpersonal skills that are demonstrated by being articulate, direct and forthright, and serving as a collaborative and decisive team member and a strategic thinker with a broad perspective.

The ability make clear consistent transparent decisions, acts with integrity in all decision making and distinguishes relevant from irrelevant information making timely decisions. Demonstrated organizational skills in planning, directing and prioritizing multiple and complex assignments and projects. Ability to manage multiple matters simultaneously and to respond to rapidly shifting priorities or challenging situations. Knowledge and experience of forecasting and managing the budget.

Ability to maintain confidentiality and has high ethical standards. Strong verbal and written communication skills, with the ability to present and communicate with multiple levels in a multi-cultural community. Strong knowledge and experience in providing effective 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 in related field plus two (2) years of experience working in related field. Must have valid driver's license. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Oversees the administration and operation of the Business Services organization including, but not limited to, accounting, purchasing, accounts payable/receivable, cash collection, and deposits. Understand the fundamentals of fund accounting including accounting, types of accounts, (assets, liabilities, fund balance, revenues, and expenses) and prepares journal entries.

Responsible for operational analysis and reporting with the ability to incorporate best practices by assessing, revising and/or streamlining processes that optimize workflow and meet cross-functional business goals to ensure the successful delivery of services to all clients.

Responds professionally and courteously to all request both internal and externally to ensure that the information communicated is accurate. Requires extensive knowledge of the Financial and Student systems of Colleague. Modules include purchasing, general ledger, budget, accounts receivable/payable, and student registration information screens.

Works with limited supervision and exercises substantial independent judgment ensuring the accurate and timely reporting of financial information and/or requests. Advise administrators, faculty and staff on policies and procedures relating to the budget, purchasing and accounting. Maintains budgetary controls on expenditures prior to approving purchase requests.

Maintains high-quality standards, demonstrates integrity and provides ethical leadership. Supervises and motivates team to provide exceptional customer service through professional development and coaching, etc. Strong written and oral communication skills to provide information and explain processes, rules, and policies or procedures to individuals from diverse backgrounds.

Responsible for the selection, training, coaching, development and evaluation of approximately 2-10 employees with a budget that varies depending on functional area. Must have excellent listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Performs other related 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.