



## Job Description

**Job Title: Director – General/Student Financial Aid Accounting**

**JTC: AQC**

**Salary Range: E03**

**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 the leadership and management of the organization, performing complex and highly responsible duties to attain organizational and district goals.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience developing business and operational plans and demonstrates a clear understanding of policies/procedures. Ability to plan and implement projects which are tied to the organization's strategic plan to accomplish the vision, mission, and goals of the organization. Advanced knowledge and compliance with federal, state and local regulations.

The ability to organize various needs assessments to determine the effectiveness of programs or processes that could broaden and/or enhance client service. Must have strong leadership qualities and team building skills. Ability to operate independently and employ solid decision-making skills. Demonstrated commitment to high professional ethical standards and a diverse workplace. Able to maintain confidentiality as required.

Ability to establish and maintain positive working relationships both internal and external to the organization to improve work productivity. Experienced and successfully represent the organization to key stakeholders and business partners. The ability to work with staff and/or clients to assess professional development/business needs; performs gap analysis that builds people management skills as well as leadership skills and capabilities.

Advanced knowledge and experience to provide oversight of the district programs and direct the work of personnel to ensure annual, short and long-range goals are met. Capable of planning, implementation, execution and evaluation of complex special projects and ensures projects are completed on time and within budget. Experience assessing situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the organization or district.

Demonstrates interpersonal, organizational, oral and written communication skills to engage effectively with individuals from diverse multicultural backgrounds. Ability to work cross-functionally with other constituents to implement operational strategies or new processes to improve client experience and 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 plus three (3) years of experience in related field. Official transcripts are required. \*\*\*Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Comprehensive understanding of all federal financial aid regulations including the ability to remain knowledgeable on regulations, standards, and trends. Coordinates/collaborates with colleges and departmental stakeholders to ensure accurate and timely general ledger account reconciliations/record postings for proper monthly and annual closings. Serves as district-wide resource for refund support services.

Manages and oversees federal and state laws, regulations, and policies pertaining to the provision of student financial aid, as well as district financial aid policies and procedures to ensure compliance. Responsible for administering and ensuring the equitable distribution of financial aid from institutional and governmental sources. Ensures the integrity and confidentiality of financial and personal data through maintenance of internal controls and adherence to professional guidelines. Serves as liaison with state and federal regulatory agencies and represents the district to these agencies.

Strategic understanding of the role of financial aid in enrollment management. Ensures efficient and courteous service to all constituents, both internal and external to the district. Ability to interact effectively as a team member and work collaboratively across departments.

Strong analytical, quantitative, and problem-solving skills. Ability to handle multiple projects and priorities and work well under pressure. Detail-oriented but also able to understand institutional objectives and to effectively convey both the micro-and macro-aspects to colleagues and stakeholders. Demonstrated proficiency with integrated databases. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Manages and oversees a budget of approximately \$400,000.00. Indirectly manages a budget of approximately \$350,000.00. As part of a TRIAD group (Financial Aid, Financial Services and Information Technology), processes approximately 150,000,000.00 in financial aid funds/refunds. Supervises approximately 6-8 employees; indirect supervision of approximately 10-12 employees.

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.*