

**RANGE N05**

**JTC NO. CK0  
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** **Manager, Business Office**

**DATE PREPARED:** **Fall 2005**

**DATE REVISED:** **Spring 2009; Summer 2010; Summer 2012; Spring 2015  
Fall 2016**

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**GENERAL SUMMARY:**

Responsible for assisting the Director in planning, coordination, and management of staff responsible for accounting duties at the location. Responsible for timely completion of periodic reports and documents. Responsible for day-to-day problem-solving and training of staff.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Plans, coordinates and manages the daily operations of the business operation and accounting area.
- Supervise staff responsible for accounting activities, including reconciliation of receivables, collection of bad debts, and collection of college loan defaults, fee collection, purchasing, accounts payable and cash handling.
- Selects trains and evaluates assigned staff. Provides day-to-day problem-solving and training of staff.
- Assist in reviewing and/or approves purchase orders, requisitions, check request, petty cash and fund reimbursements, billings, journal entries, contracts, personnel/payroll documents, etc.
- Develops and maintains spreadsheets and files; provides data required for completion of periodic reports and documents.
- Assists Director and Vice President of Business Services in monitoring annual budget.
- Advises division supervisors on polices and procedures relating to budget preparation, implementation, purchasing and accounting.
- Performs other duties as assigned.

**REPORTING RELATIONSHIP:**

Varies to meet organizational needs.

**PHYSICAL EFFORT REQUIRED:**

Works with light, easy to handle materials requiring little physical effort.

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**MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

Bachelor's degree or higher-plus four years of general accounting experience in a computerized multi-cost center environment including supervision **or** Associate's degree or higher plus six years of general accounting experience in a computerized multi-cost center environment including supervision. Ability to utilize computer technology to access data, maintains records, generate reports and communicate with others. Oral and written communication skills to support interaction with individuals from varying backgrounds. Strong knowledge and experience providing effective customer service. Official transcripts will be required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

lyt 9/01/05  
revised: 099/01/08-rje:ccp  
revised: 04/2009 – adhoc –msv  
adhoc – 08/2010 0 – rrg  
revised: 08/2012 – emm  
revised: 04/2015 – emm  
revised: 12/2016 – emm  
ADA/tmm 04.16.19