

**RANGE N05**

**JTC NO. CQ1  
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Assistant Director, Business Office

**DATE PREPARED:** Fall 2002

**DATE REVISED:** Fall 2005; Spring 2009; Summer 2010; Summer 2012;  
Spring 2015; Fall 2016

**GENERAL SUMMARY:**

Assists Director of Business Office in performing administrative, supervisory, and planning functions. Analyzes and reconciles general ledger accounts of considerable complexity. Exercises initiative and knowledge of the organization and accounting policies. Researches problems and recommends solutions within approved District policies and procedures utilizing a considerable amount of discretion and independent judgement.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Examines reports and documents prepared by others to determine compliance with DCCCD policies and procedures and regulations of external agencies.
- Plans, organizes, and coordinates business office functions, to include cash management, contract billing, tuition payments, refunds, purchasing, record-keeping, cashiering, and contracts.
- Audits, reconciles, analyzes, and verifies complex accounting records and general ledger accounts for accuracy and completeness, resolving differences, and taking corrective action when necessary.
- Provides assistance to supervisor, employees, and students in understanding, coordinating, and implementing District policies on accounting and registration.
- Establishes and implements daily operating procedures to process documents and maintains records related to assigned area.
- Researches and analyzes multiple problems related to accounting, cash management, contract billing, tuition payments, refunds, purchasing, record-keeping, cashiering, and contracts, and recommends solutions, within District guidelines, through appropriate channels.
- Interprets procedures and regulations and provides guidance and direction to staff, related college personnel, and students.
- Responds to internal and external requests for information based on District policies and procedures, and data from files and records.

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**PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued**

- Develops and maintains spreadsheets and files, and provides data required for completion of periodic reports and documents.
- Maintains budgetary controls on expenditures prior to approving purchase orders.
- May act as liaison with external funding agencies, coordinating procedures and database format and content with staff and related DCCCD personnel.
- Prepares oral and written presentations related to business office accounting practices and procedures.
- Interviews, hires, trains, supervises, and evaluates assigned business office staff.
- Performs duties of the Director of Business Services in his/her absence.
- Performs other duties as assigned.

**REPORTING RELATIONSHIP:**

Varies to meet organizational needs; but usually reports directly to Director of Business Office.

**PHYSICAL EFFORT REQUIRED:**

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

**MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

Bachelor's degree or higher plus five years of general accounting experience in a computerized multi-cost center environment, including supervision or Associate's degree plus seven years of general accounting experience in a computerized multi-cost center environment, including supervision. Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others. Oral and written communication skills in order 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. \*\*\*

ccp: 12/12/02  
revised: 09/01/05; rje;ccp  
revised: 09/01/08-rje;ccp  
revised: 04/2009-ccp  
ad hoc - 08/2010 - rrg  
revised: 08/2012 - emm  
revised: 04/2015 - emm  
revised: 2/2016 - emm  
ADA/tmm 04.01.19