

RANGE N05

**JTC NO. CS0
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: College Financial Manager

DATE PREPARED: Spring 2006

DATE REVISED: Spring 2009; Summer 2012; Spring 2014; Spring 2015;
Fall 2016

GENERAL SUMMARY:

Responsible as the primary resource at the college campus for gathering and supplying financial data for the Vice President of Business Services. Coordinates prioritization of requests for financial data and develops strategies and timelines for production and desired outcomes.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Receives financial data requests for decision-making, and coordinates the prioritization of requests.
- Develop and perform account analysis, as needed.
- Develop and perform trend analysis for salary and income accounts.
- Provides project management leadership for the Business Services office.
- Coordinates with various departments and divisions to ensure that necessary and timely access is available to financial data in terms of the data itself and the staff necessary to access the data.
- Coordinates strategy for increasing income and reducing expenses.
- Coordinates the research and delivery of requested financial data needed for Business Services and/or college decision-making.
- Ensures that requests for financial data are delivered in an efficient and timely manner.
- Works with the Vice President of Business Services to successfully respond to financial information requests.
- Responsible for routine progress reporting to the Vice President of Business Services.
- Works closely (serves as liaison) with user groups and financial information requestors throughout information request process.
- Complete monthly, quarterly and annual budget reports.

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PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

- Track, follow-up and reconcile encumbrances, fund balance and technology funds.
- Coordinates budget build activities for the college campus.
- Monitor Continuing Education income and expenses.
- Performs other duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

Works with light materials requiring little physical effort.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's degree or higher plus three years' project management and/or data gathering and analysis with experience preferably in a multi-campus or multi-location environment **or** Associate's degree plus six years project management and/or data gathering and analysis with experience preferably in a multi-campus college environment or multi-location environment. Demonstrated knowledge of project development methodologies and project management procedures, demonstrated ability to manage complex projects utilizing tools such as Microsoft Project, Microsoft Office Suite, and internet related technology. Working knowledge and/or ability to learn to utilize Datatel Colleague or other ERP systems and financial data. Excellent oral, written, and presentation skills with demonstrated experience in process improvement. Ability to utilize Query or other computer applications to support research activities. Ability to utilize Excel to create complex spreadsheets. Ability to work independently as well as collaboratively. Fundamental knowledge of the operational aspects of the District including basic knowledge of principles of research, financial analysis, and cost accounting. Oral and written communication skills to interact with persons from diverse 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. ***

05/15/06 – ccp
revised: 09/01/08-rje;ccp
revised: 04/2009 – adhoc – msv
revised: 01/2014 – emm
Changed to original min req. 01/2014 – emm
Revised: 04/2015 - emm
ADA/tmm 04.02.19