

**RANGE N05**

**JTC NO. GAA  
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Financial Analyst

**DATE PREPARED:** Summer 2014

**DATE REVISED:** Spring 2015; Fall 2016

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**GENERAL SUMMARY:**

Responsible for providing financial reporting and analyses to assist in monitoring budget performance and provide statistical data to DCCCD administrators and state and federal agencies for financial planning and decision making.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Performs research, analyzes and summarizes data, prepares projections and forecasts, budget revisions and journal entries.

Assists with the preparation and distribution of the original, fall and spring revenue projection templates to the campuses.

Monitors and performs appropriate recording and reconciliation entries in relation to the DCCCD daily cash management and debt service.

Review, prepare, analyze and interpret financial data to determine reasonableness and accuracy of information.

Responsible for operating the investment process, which includes but is not limited to the solicitation of bids, selection and purchase of securities; and maintains related documentation of transactions.

Designs and develops investment strategies, analyzes market trends, processing all related information and reports within considerable time constraints to comply with rules and regulations to avoid monetary penalties.

Prepares and maintains financial and statistical reports used by management in long range financial planning.

Reconciles general ledger and banking transactions on a monthly basis. Prepares monthly journal entries to record the allocation of interest earned, purchase, sale or maturity of investment securities. Prepares periodic status reports to the various participants in the DCCCD investment pool.

Prepares monthly tax collection analysis report and year-end audit work reports for investment and debt service functions.

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**PRINCIPAL DUTIES AND RESPONSIBILITIES - continued:**

Acts as a resource person to the District, college and external organizations when questions arise relating to the Districts investment and debt portfolio. Assists District Directors in assigning appropriate account numbers and transferring funds within budgets.

Assists in all financial planning and forecast reporting for the Board of Trustees.

Performs related duties as assigned.

**REPORTING RELATIONSHIP:**

First level supervisor is the Executive Director, Business Services; second level supervisor is the Associate Vice Chancellor of Business Affairs.

**PHYSICAL EFFORT REQUIRED:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push, lift, reach, carry, lift, grasp, squat or stoop, bend and twist the body while performing essential duties, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 20 pounds.

**MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

- Master's degree or higher plus three years' experience with business transactions related to accounting or finance plus one-year experience in budgeting and fund accounting in a computerized multi-cost center environment **or** Bachelor's degree plus five years' experience with business transactions related to accounting or finance plus three or more years' experience in budgeting and fund accounting in a computerized multi-cost center environment.
- Knowledgeable with the economy, tax laws and money markets.
- Advanced knowledge of spreadsheet applications; advanced knowledge of computer technology to access data, maintain and generate reports.
- Proven analytical skills and highly developed human relations skills to interact with DCCCD staff members and the financial community from diverse grounds.
- Ability to utilized computer technology to access data, familiarity with Microsoft Office Word and Excel.

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**MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

- Proven ability to effectively communicate, orally and in writing with individuals from diverse backgrounds.
- Strong knowledge and experience providing effective customer service.
- Official transcript will be required.
- \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

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