



Job Description

Job Title: Assistant Director – Financial Op’s, North Texas SBDC

JTC: CCR

Salary Range: N07

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

Provides management to achieve the organizations administrative, academic, student support and/or community relations goals.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Responsible for providing guidance and leadership in planning the day-to-day activities of assigned organization. Collaborates with stakeholders to implement/improve processes and procedures in order to meet the mission and goals of the institution or organization. Additional work will vary according to the assigned department.

Must have strong interpersonal, organizational, time management and problem solving skills as well as the ability to prioritize, plan and lead projects as assigned. Identifies problems and determines the best solution, working to resolve the issue(s).

Able to develop strong working relationships with team members, key stakeholders, internal and external constituents from diverse backgrounds in order to meet business needs. Provides guidance and support to employees to improve the value of the organization and create a positive work environment.

Ability to adapt to changes in work environment, work priorities, organizational and/or customer needs. Plans, organizes and schedules staff and tasks effectively to achieve objectives. Adheres to institutional and/or the organization’s policies and procedures.

Uses multiple methods to communicate information and chooses method that is appropriate to the audience. Maintains confidentiality and high ethical standards. Must have excellent customer service skills.

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. Occasionally may be required to lift and carry materials weighing up to 30 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor’s Degree with four (4) years of experience in work related field. Transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the analysis and reconciliation of financial records and reports. Assists with the design and implementation of financial policies and standard operating procedures used by North Texas Small Business Development Centers (NTSBDC). Ensures compliance of applicable federal, state and district policies governing the SBDC.

Analyze financial information detailing assets, liabilities, and capital; prepares balance sheets, profit and loss statements and other reports to summarize current and projected financial position. Lead quantitative analysis resulting in insights and driver-based metrics that outline key financial performance indicators.

Responsible for the cultivation of potential new business relationships to help in the achievement of the district and NTSBDC strategic goals and initiatives. In collaboration with leadership and colleagues, review each centers effectiveness as technical service providers.

Identify and implement changes that improve efficiency and effectiveness of the organization. For those assigned to supervise, responsible for creating and fostering a cohesive work environment. Develop analytical models to contribute to sound decisions and positive outcomes.

Prepares budget and expense reports to demonstrate program effectiveness and resulting strategic analysis. Remain informed of changes in laws and regulations to ensure compliance and utilize best practices in the performance of SBDC's nationally.

Provides SBDC field centers with customized communication for the interpretation of financial guidelines, college policies, procedures and federal regulation. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

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.