



Job Description

Job Title: Project Manager - Financial Systems Analyst

JTC: CCM

Salary Range: N08

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

Project manager oversees the planning, development and implementation of a project(s) and prepares documentation/reports for leadership evaluation.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources. Identifies business strategies and incorporates goals and objectives that work towards the strategic direction of the District.

Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Conducts various needs assessments to determine organization and/or business needs; delivers specific organizational goals and assesses effectiveness of program to broaden and enhance client services. Must be able to work independently and in a team environment.

Ability to serve as a liaison for the district to identify internal and external entities suitable for project needs including governmental agencies, public and private business. Provides leadership to individuals or teams charged with the responsibility of accomplishing a variety of goals or tasks and serves as a facilitator for process improvement to meet business needs.

Strong human relations and collaboration building skills are a must. Ability to identify complex problems and review related information to develop and evaluate options and implement solutions. Interprets policies/procedures and issues appropriate directions for their implementation. Plans and administers the funds of the organization according to the approved budget.

The ability to listen to and understand information and ideas presented through spoken words and sentences. Advanced presentation, oral and written communication skills to be able represent the college community district and interact effectively with individuals from diverse backgrounds. Ability to provide exemplary customer service.

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.

MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree or higher in related field plus five (5) years of work-related experience and two (2) years of supervisory experience. Official transcripts required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Understand industry and is able to gather data from both internal and external sources for use in designing/developing financial models for presentation and use by district and/or operating units. Competent in using large ERP systems in a complex organization, i.e., Ellucian, WorkDay, PeopleSoft, SAP, etc. Experience in using financial modelling software such as Adaptive Insights, Hyperion, etc.

With limited direction, able to analyze higher education trends within the local, state and national levels for continuous process improvement and total quality management development and implementation related to financial models. Able to assess problem situations, identify causes, gather and process relevant information, generate possible solutions, make recommendations and/or resolve problems.

Ability to lead diverse teams and work cooperatively with all stakeholders to achieve results that are in the best interest of the district and/or business unit in the development of financial models.

Able to create detailed work plans which identifies and sequences the activities needed to successfully complete project or recommend changes to business practices based on analysis.

Must have excellent oral, written and presentation skills in order effectively communicate with or update stakeholders and/or team members on complex financial models in understandable terms and concepts. Able to ensure that project status, issues and successes are communicated to team members and stakeholders at all levels of management and documented appropriately.

Ability to promote innovative strategies to move the organization forward, set goals, create and implement actions plans and evaluate processes and results. 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 required.

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.