



Job Description

Job Title: Senior Managing Director – Treasury & Analysis

JTC: CQV

Salary Range: N09

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

Responsible for overseeing and providing directive to projects and assignments of the organization and to ensure that the quality of work meets objectives and provides value to the organization. Provides leadership in the growth of the vision, goal and mission of the DCCCD.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experienced professional who understands how to navigate the organization, gain alignment and provide strategic direction to meet the goals of the organization. High degree of integrity, initiative and results driven. Exceptional leadership skills; contributes to drive business strategy through team motivation, mentoring and management of diverse teams to drive integration.

Excellent influencing skills, with the ability to identify, analyze and drive problems to resolution and handle complex issues simultaneously. Strong project management skills with the proven ability to set vision for an ambitious initiative and execute on the vision. Demonstrated ability to identify opportunities for improvement and implement resolutions.

Ability to build and expand trusting relationships and partnerships both internally and externally. Strong general management background including familiarity with policies related to management, set priorities establish new work and work on simultaneous projects and assignments. Establishes strong cross functional affiliations and leads business collaboratively with peers.

Demonstrates good judgment and applies best practices. Well organized and resourceful; effective and efficient at marshalling multiple resources to get tasks accomplished and foresees and plans around obstacles. Demonstrated commitment to appropriate decisions in a timely manner. Ensures that decisions are made based on policies, rules and organizational directives and solving emerging problems.

Proficient in the use of applicable technology and software required to complete assigned duties. Demonstrated ability to communicate verbally and in writing throughout all levels of DCCCD and with constituents both internal and external.

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 six (6) years of work-related experience. Official transcripts required. Must have valid driver's license for off-site travel. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for management of the banking administration needs for the district, including investment pools and portfolios. Monitor and analyze all banking fees. Recommends strategies to maintain efficient cash flow. Ensures the district is compliant with state and federal regulations governing investment of public funds that include bond proceeds and ensures compliance with the Public Funds Investment Act (PFIA) of Texas and the district's investment policy. Reports information required by state law and the district's investment policy to appropriate agencies, district leadership and the Board of Trustees.

Works with key stakeholders on planning and resource allocation for identified business opportunities and incorporate goal and objectives that align with the strategic direction of the district. Collaborates with district leadership on the process of debt issuance, working with financial advisors, bond counsel, paying agents, etc.

Analyze and recommend appropriate investments for the district portfolio based on cash flow needs and investable funds. Responsible for financial analysis for district debt obligations. Prepare reports and presentations on complex financials models in understandable terms and concepts.

Ensures compliance with federal regulations governing tax-exempt debt issuance, to include investment records for arbitrage rebate compliance reporting and filing required disclosures related to outstanding debt. Maintains knowledge and awareness of current market conditions as it relates to fixed income, short term interest rates and money market securities.

Learn new and changing technologies and stays abreast of best practices through professional development education. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Supervise two (2) or more full-time employees, and responsible for budget 400M+.
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.