



Job Description

Job Title: Chief Financial Officer

JTC: APB

Salary Range: A95 (Unbanded)

FLSA: Exempt

The District is seeking a creative, results-driven, collaborator who can optimize the use of technology and regional services to help the District provide a unified, comprehensive approach to meeting the needs of its community. 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

Cabinet-level position who acts as chief financial officer. Work involves the daily management of a variety of areas within Business Affairs and major project management as assigned. Acts as the Chief Budget Officer for the District in development of the annual request.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Proven experience as a CFO and strategic business partner with the ability to assess and evaluate financial performance of the District regarding long-term operational goals, budgets and forecasts. Knowledge of federal and state laws, compliance requirements and policies of the district. The ability to define district vision and strategy and establishes district direction and focus.

Ability to prepare accurate and complete financial reports; ability to establish sound monetary policy and procedures and the ability to review and recommend property and personnel insurance coverage. Exceptional time management and the ability to solve problems under pressure.

The ability to build effective relationships, foster a diverse environment and cultivate business opportunities and partnerships. Significant experience working with external auditors, internal controls and compliance-related issues. Strong interpersonal and leadership skills with excellent time-management and organizational skills.

Ability to understand issues quickly and make strategic decisions. Experience with financial management software, risk management and financial functions. Commitment to ongoing professional development. The ability to recommend improvements to ensure the integrity of the district's financial information.

Must have strong analytical, strategic planning and communication skills, including the ability to work with chief executive officer, board members and other senior managers. Recognize and be responsive to the needs of all clients of the organization, including funding organizations, the Board of Directors and local community advocates. Strong knowledge and experience providing effective 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

Master's degree or higher or CPA plus five (5) years of experience including three (3) years as chief finance or administrative officer of a college or large non-profit organization including three (3) years of upper level administrative experience supervising individuals with varying responsibilities. Official 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 activities of district level functions of accounting, budgeting, financial reporting, investments, payroll, facilities, financial aid, accounts payable, and other business services areas as assigned.

Assures financial solvency of the District and makes recommendations regarding monetary policy and procedures. May be involved in other District projects such as acquisitions, development, tax calculations, maintenance and disposition of properties owned by the District.

Provides revenue strategies for property tax, tuition and state appropriations. Reviews procedures to assure sound financial operations in accordance with applicable laws and Board policy, making recommendations for improvement when appropriate.

Supervises the development of the District-wide budget request and final budget for consideration of the Chancellor and Board. Guides the formulation and development of policies and procedures to be considered by the Board. Directs the preparation of financial reports for presentation to a variety of internal and external officials.

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.

Responsible for managing a budget of \$10M+.

May be assigned other duties by the Chancellor.

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.