



## Job Description

**Job Title: College Financial Manager**

**JTC: CSO**

**Salary Range: N05**

**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 as the primary resource at the college campus for gathering and supplying financial data for the Vice President of Business Services.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated knowledge of project development methodologies and project management procedures. Fundamental knowledge of the operational aspects of the District including basic knowledge of the principles of research, financial analysis, and cost accounting. Knowledge of district policies and procedures.

Exceptional critical reasoning skills, analytical and problem-solving skills and attention to detail required. Must have the ability to handle confidential information. Ability to work with flexibility on several tasks simultaneously in a fast-paced environment and to meet various concurrent deadlines.

Ability to work independently as well as collaboratively within a diverse team and environment. Working knowledge and/or ability to learn and utilize Datatel Colleague or other ERP systems and financial data.

Ability to make independent judgments and to act on decisions professionally. Demonstrated ability to manage complex projects utilizing tools such as Microsoft Project, Microsoft Office Suite, and internet related technology. Ability to prioritize and organize assigned responsibilities to meet goals of the organization.

Ability to utilize Query or other computer applications to support research activities. Ability to utilize Excel to create complex spreadsheets. Excellent oral, written, and presentation skills with demonstrated experience in process improvement. 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

Associate degree plus six years project management and/or data gathering and analysis with experience preferably in a multi-campus college environment or multi-location environment. Official transcripts will be required. Valid driver's license and the ability to travel as required to a variety of locations.

*\*\*\*Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.\*\*\**

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the prioritization of requests for financial data and develops strategies and timelines for production and desired outcomes. Develop and perform account analysis, as needed. Coordinates strategy for increasing income and reducing expenses.

Develop and perform trend analysis for salary and income accounts. Provides project management leadership for the Business Services office. Complete monthly, quarterly and annual budget reports. Track, follow-up and reconcile encumbrances, fund balance and technology funds. Coordinates budget build activities for the college campus.

Coordinates with various departments and divisions to ensure that necessary and timely access is available to financial data in terms of the data itself and the staff necessary to access the data. Works closely (serves as liaison) with user groups and financial information requestors throughout information request process. Works with the Vice President of Business Services to successfully respond to financial information requests.

Coordinates the research and delivery of requested financial data needed for Business Services and/or college decision-making. Ensures that requests for financial data are delivered in an efficient and timely manner. Responsible for routine progress reporting to the Vice President of Business Services.

Monitor Continuing Education income and expenses. 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.*