



## Job Description

**Job Title: Senior Manager-Accounts Payable**

**JTC: CQC**

**Salary Range: N06**

**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 guidance and leadership in the delivery of services based on functional area of focus ensuring that organizational/district initiatives are met.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated knowledge of policies and procedures that affect clients and/or employees, applying them fairly and consistently; ensures compliance with local, state and federal laws and regulations; and applies best practices that are in direct support of the overall vision, mission and goals of the organization and/or district. Is knowledgeable about and can clearly represent own area of responsibility, seeking new knowledge and tools to advance the objectives of the organization.

Must be able to cultivate alliances across internal and external boundaries in order to build and maintain strong working relationships. Ability to act as a trusted advisor, inspiring confidence and modeling integrity in decisions, communication and treatment of all individuals internal/external to the organization. Able to protect the privacy and confidentiality of employees, students and others. Ability to create a work environment that embraces and appreciates diversity enabling employees and/or students to grow and succeed through positive feedback and instruction.

Able to maintain consistent and positive customer relations, responding to internal/external customer inquiries in an efficient and timely manner. Demonstrates an understanding of diversity and values differences. Promotes positive staff, customer and community relations by communicating departmental and organizational plans and priorities on a regular basis.

Able to gather, compile, and analyze data/information and prepare reports as requested. Detail oriented with the ability to manage multiple assignments and projects, create detailed actions plans, as well as the ability to adapt to changing priorities, deadlines and directions. Able to clarify and communicate performance expectations, objectives and roles, effectively transmitting ideas, instructions and information through clear, concise written and verbal communication. Ability to make decisions based on thorough analysis of issues and uses sound judgment.

Must have strong interpersonal skills and the ability to communicate effectively with a wide range of individuals and constituents in a diverse, multicultural environment. Must be able to provide excellent 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 plus three (3) years of work related experience. Official transcripts are required. Special licenses or certifications may be required depending on the nature of the position. Must have valid driver's license if traveling to off-site locations. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for planning, developing and managing the Accounts Payable organization adhering DCCCD policies, guidelines and procedures, federal and state laws governing account payable transactions, including purchasing, receiving, account reconciliation, transaction processing, disbursements, financial reporting and analysis, and audit schedule preparation. Responsible for interpreting tax laws related to independent contractors, international payees, employee travel, and their impact on the District. Responsible for the accuracy, efficiency, and integrity of all District accounts payables and output to the District's general ledger.

Develops and/or improves accounting processes and procedures in accordance with General Accepted Accounting Principles (GAAP). Responsible for identifying, recording, and reporting taxes to independent contractors, international payees, and the Federal government. Assists with review of check requests, journal entries, contract, payments, adjustments, etc. Assists internal/external auditors in examination of procedures and documents to produce the annual financial audit. Develops and implements audit procedures to measure the integrity of the accounts payable disbursements and records.

Builds and maintains working relationships with diverse individuals internal/external to the DCCCD community network. Coordinates with Purchasing and Accounting departments with respect to the maintenance of encumbrances. Serves as a resource for problem resolution in the areas of bank reconciliation, check distribution, fixed assets, and purchasing and receiving. Serves in an advisory and guidance capacity to Campus Business offices, District and campus purchasing, receiving offices, Financial Aid offices, and the Continuing Education offices as relates to payables, student disbursements, independent contracts, international payees, and the interpretation of the District's policies and procedures.

Coordinates the closing of the monthly and annual books, and provides assistance to college staff in relation to resolving budget related problems. Prepares and/or reviews balance sheets, income statements, and other accounting statements and reports. Develops, publishes, and implements disbursement, financial aid and tuition refunds check schedules and calendars. Participates in the preparation of audit work papers for the year-end audit. Responsible for the reconciliation of related general ledger accounts. Assists in the development, testing and documenting new computerized accounting processes. Supervises staff involved in entering and verifying accounts payable transactions



required for the production of disbursement checks and reports. Confirms accuracy, completeness and compliance with DCCCD policies and procedures.

Utilizes excellent interpersonal, oral and written communication skills to communicate effectively with diverse stakeholders and constituents internal/external to the DCCCD community network. Supervises five (5) or more full-time or full-time equivalent employees both directly and/or indirectly involved in account payables transactions.

Completes required DCCCD Professional Development training hours per academic year. 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.*