



## Job Description

**Job Title: Senior Financial Analyst**

**JTC: CTN**

**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

Responsible for providing financial reporting and analyses to assist in monitoring budget performance and provide statistical data to DCCCD administrators and state and federal agencies for financial planning and decision making.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of generating annual budgets and financial plans, financial performance evaluations and reporting, transactional support, financial planning systems, models and key processes. Thorough knowledge of Public Fund Investment Act (PFIA), financial administration, budget control, financial accounting, month and year-end close, internal audit, state reporting, policies, procedures, laws, legal restrictions and regulations pertaining to fiscal operations and funding.

The ability to handle sensitive data with discretion, employ creative problem solving, and identify and deploy process improvements. Must have strong analytical skills and ability to exercise considerable judgment, discretion and diplomacy. The ability to prepare and input journal entries to record financial activities and provide support on financial initiatives and projects.

A collaborative working style and the ability to develop and maintain strong relationships across a variety of functional areas with colleagues of all levels. Demonstrated capacity to develop and foster effective working relationship in a multi-cultural environment that embraces diversity.

Demonstrates logical thinking in order to gather and analyze information before deciding and implementing a solution. Must possess appropriate levels of proficiency with utilized software and systems and be able to learn new software/systems. Demonstrated ability to work in a fast-paced environment with shifting priorities.

Excellent organizational and time management skills with strong attention to detail, ability to multi-task and work under pressure, self-motivated with excellent interpersonal skills. Advanced professional communication skills, including ability to prepare materials clearly and effectively communicate information to internal and external audiences, client groups, management and individuals from diverse backgrounds. Strong knowledge and experience in 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

Bachelor's degree plus five years' experience with business transactions related to accounting or finance plus three or more years' experience in budgeting and fund accounting in a computerized multi-cost center environment. Must have a valid driver's license for traveling to off-site locations. Official transcripts and proof of certifications are required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for analyzing and reconciling financial records, assess reports of considerable complexity that require the exercise of independent judgment and knowledge of the organization, accounting, investment policies and procedures of DCCCD and external agencies. Assists in all financial planning and forecast reporting for the Board of Trustees.

Process internal accounting, fund accounting and follow generally accepted accounting principles (GAAP) to identify problems and maintain accuracy and completion of records. Produce quarterly investment reports for the board and ensures the district is exercising their fiduciary responsibility to ensure excess funds earn the maximum return.

Manage relationships with key stakeholders, staff and leadership and work cross functionally to get results. Performs complex research, analyzes and summarizes data, prepares projections and forecasts, budget revisions and journal entries. Review, prepare and interpret financial data to determine equability and accuracy of information.

Provides recommendations to critical financial business decisions. Extract financial data from various accounting and information systems to perform complex statistical, cost and financial analysis of financial reports and data, and prepare subsequent narrative analysis for management. Stay abreast of financial changes to the law, internal and external reporting to ensure compliance of all activities.

Complete assigned projects to meet deadlines, stay within budget allocation and implementation of project. Must complete required DCCCD Professional Development training hours per academic year. Must have solid listening, oral and written communications to communicate with a diverse array of 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.*