



Job Description

Job Title: Foundation/Development Office Accounting Manager JTC: DAO

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 directing accounting operations of the Foundation/ Development office including, but not limited to, planning, monitoring and managing both private and public funds.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Requires strong knowledge of fund accounting. Demonstrated knowledge of district policies and procedures and ensures established standards of continuous quality improvement are exceeded.

Ability to develop and apply flexibility, resourcefulness, and creative approaches to unique problems with an understanding of the full institution-wide context. Ability to multi-task and prioritizes work from multiple team members simultaneously and successfully meeting tight deadlines.

Demonstrated ability to maintain cooperative working relationships with staff, leadership and faculty in a multi-cultural environment. The ability to achieve organizational goals, ensures operational and strategic direction and accountability. Experience with current and emerging technologies.

A comprehensive understanding of all software applications and to utilize computer technology to access data, maintain records and generate reports. Ability to work independently with a considerable latitude for independent judgement and initiative.

Detail oriented with excellent organizational and time management skills. Excellent oral and written communication skills to effectively interact with individuals from diverse backgrounds. 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

Bachelor's degree or higher and five years of accounting experience in a computerized location. 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

Coordinates the development of two public budgets and one private non-profit budget within the guidelines, policies and procedures established by the DCCCD and the DCCCD Foundation Board. Manages all on-going accounting functions, financial activities and resulting reports for both public and private budgets. Analyzes and controls expenditures of all budgeted transactions ensuring standard and federal regulations and principles for general accounting are identified, established, and maintained.

Responsible for but not limited to building and maintaining general ledgers and charts of accounts. Prepares reconciliations and journal entries and summary reports distributed to Director of Finance, Executive Director, Chancellor, Colleges, Foundation and DCCCD Boards, auditors, donors, and other Foundations. Monitors legal and tax issues to nonprofit, fund accounting.

Responsible for planning, directing, and administering the accounting function for the office. Reviews and approves solicitations, on behalf of the Foundation, from department/areas outside the Foundation. Manages the records of all contributions including scholarships and grants. Implements and monitors the internal schedule to produce accurate and timely monthly and year-end financial and statistical reports.

Responsible for preparing complex federal reports including IRS Form 990 (the Foundation's annual tax/information return). Monitors changes in laws, regulations and reporting requirements provided by a variety of sources. Manages all activities related to the analysis of cash flows to ensure effective cash management and cash investment. Recommends appropriate financial investments for the DCCCD Foundation.

Collaborates with Director of Finance and Business Affairs in the management of the investment portfolio including interaction with investment advisor(s) and firm(s) and monitoring existing internal controls to ensure compliance with policies, regulations and standards. Provides content in collaboration with other staff members to publish information as it relates to the District's Foundation accounting.

Prepare information to be reviewed by Executive Committee members. Participate in the presentation of this information and respond to inquiries and request for additional information. Communicates and meets with Foundation Board Secretary regularly to review disbursement transactions and practices. Oversees the Foundation business insurance plans to ensure timeliness and adequacy. Directs the annual independent external audit process. Primary contact for auditor requests and inquiries.

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.

Supervision: Responsible for selection, training, coaching, evaluation and development of assigned staff. 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.