



Job Description

Job Title: Senior Accountant

JTC: T47

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 analyzing and reconciling financial records, reports and contractual agreements of considerable complexity requiring the exercise of independent judgment, initiative and knowledge of the organization, accounting, and policies and procedures of the DCCCD and external agencies.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of modern principles, practices and methods of accounting, internal accounting controls, fund accounting, budgeting practices and generally accepted accounting principles (GAAP). Applies principles of accounting to analyze financial information and prepare financial reports. Researches and resolves accounting application issues. Keeps informed of changes in laws and regulations to ensure compliance and utilizes best practices in the performance of assignments.

Analyzes financial information detailing assets, liabilities and capital; prepares balance sheets, profit and loss statements and other reports to summarize current and projected district financial position. Experience with general ledger functions and month and year-end close processes. Continuously assesses internal systems and recommends changes that would allow greater efficiency in monthly and year-end processing.

Strong work ethic and leadership skills in managing diverse client relationships and the ability to foster and customize solutions to meet the district's needs. Results driven with high attention to detail. Ability to prioritize tasks and work assignments in order to meet deadlines. Ability to lead and train staff with demonstrated ability to make sound decisions within the scope of position. Ability to extract and compile data from complex relational data base software.

Composes correspondence of a technical nature related to assignments; serves as a reference source for the interpretation of accounting guidelines, district policies/procedures, rules and regulations of external agencies; and responds to internal/external audit inquiries. Must have strong analytical and problem-solving skills in order to identify complex problems, develop and evaluate options, and implement solutions.



Must have outstanding interpersonal, written and oral communication skills, along with effective listening and interpretative skills, in order to clearly communicate information, ideas, and instructions.

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 plus five (5) years of work related experience. Official transcripts are required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

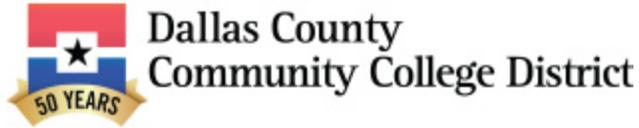
Responsible for timely completion of periodic reports and documents. Provides support to ensure accurate and timely preparation of financial reports for both internal and external clients. Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions. Examines reports/documents prepared by others to determine compliance with DCCCD policies and procedures.

Works with a considerable amount of confidential information and materials. Performs financial analysis to ensure accurate recording, updating and reporting for designated types of transactions. Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses and to provide advice. Recommends and adheres to district record retention policies and practices. May participate in District and/or location committees(s) related to assigned work area.

Acts as liaison with internal constituents, and external funding agencies in the coordination of processes/procedures. Maintain and analyze assigned aspects of financial and accounting database, sharing format and content with staff and related district personnel. Must have the ability to maintain appropriate controls within the accounting function and recommend changes where appropriate. Develop and maintain accounting process and procedures to improve efficiency.

Research and generate reports to assist district with capital projects, contractual agreements, employee payroll, tax and/or grant related accounts. Analyze and prepare financial statements related to individual funds for Board meetings and the annual comprehensive annual financial report. Works on special assignments as needed. Develops and maintains spreadsheets and files; provides data required for completion of periodic reports and documents.

Exceptional attention to detail and accuracy, with the aptitude to manipulate large amounts of data. Ability to communicate clearly and express ideas concisely and effectively. Ability to listen to and respond appropriately to others in a diverse, multicultural, customer-oriented environment. Supervises 2 or more full-time or full-time equivalent (FTE) employees including other accountants as assigned. Ability to produce analysis and reports utilizing standard Microsoft spreadsheet and



communication software. 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 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.