



Job Description

Job Title: Vice President of Business Services

JTC: A58

Salary Range: E09

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 the organization and administration of the fiscal and business affairs of the college. Additionally, responsible for the administration of the non-instructional support services of the college.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of community college budget procedures, finance, accounting, budget applications and principles and practices of administrative organization and management. Accomplished professional of the highest integrity who embraces positive change and works with colleagues in a spirit of partnership, transparency and fiscal responsibility to facilitate the advancement of the college.

Must have a track record of successful senior leadership in finance and administration, and demonstrated accomplishments developing and attaining strategic goals and objectives in higher education. The ability to analyze financial details of past, current and projected operations to identify development opportunities for areas of improvement.

Strong collaborative interpersonal skills and the ability to build positive and effective relationships and teams within managed units and across the campus with administrators, faculty, staff and external constituents. Strong project management and coordination skills with advance problem solving and decision-making experience.

Experience in developing, executing and evaluating strategic and tactical plans. Foster close working relationships with others and promote an atmosphere of diversity and high morale. Experience, confidence, leadership and diplomacy to interact with all levels of college operations, partners in business, industry and education.

Proven experience managing a budget and allocating resources and developing resources. Demonstrated commitment to diversity, equity and inclusion. Strong interpersonal, public speaking and writing skills to interact with individuals from multi-cultural 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

Master's degree or higher in related field. Minimum of four (4) years' experience to include fund accounting and high level supervisory/management/ budgeting 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 the financial planning of the college. Projects income and expenditures analyzes and coordinates budget development within the college budget allocation. Monitors and controls expenditures within guidelines established by District policies and limitations of budget allocations.

Responsible for fiscal accountability for the college, including responsibility for all financial transactions, recordkeeping, report preparation, inventory control, financial and personnel/payroll document control, using DCCCD policy and procedures for making final decisions.

Hires, trains and supervises the personnel responsible for directing the activities of non-instructional support services, including facilities services, business office, personnel/payroll, safety and security, mailroom, reproduction services and data processing. Provides guidance to lease operations personnel in the areas of food service and the college store.

Interprets and ensures compliance with college and District policy and procedures and state and federal laws as they apply to the business office and personnel/payroll functions. May act as the affirmative action officer for the college. Monitors employment activities for compliance with the college/District Affirmative Action Plan. Responsible for environmental health and safety programs on campus.

Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participates in internal and external meetings and seminars. Must have excellent listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Supervises two or more full-time employees.

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.