

RANGE E03

**JTC NO. AES
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Director, Finance and Business Affairs, DCCCD Foundation

DATE PREPARED: Spring 2002

DATE REVISED: Spring 2009; Fall 2012; Spring 2015; Fall 2016; Summer 2017

GENERAL SUMMARY:

Responsible for directing financial and business operations of the Foundation including, but not limited to, planning, monitoring and managing both private and public funds. Oversee business operations to assure maximum efficiencies and effectiveness. Monitoring legal and tax issues to non-profit, fund accounting; analyzing Foundation programs and recommending enhancements to Executive Director.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Responsible for the integrity of the Foundation's business/financial reports and operations. Supervises staff responsible for financial transactions, record keeping and report preparation/reconciliation.
- Serves as Foundation staff resource in Executive Director's absence.
- Supervises the capital investment firm(s).
- Responsible for overseeing the development and administration of the Foundation's public and private budgets. Projects income and expenditures. Analyzes and coordinates budget development. Monitors and controls expenditures within guidelines established both by the DCCCD and Foundation Board policies and limitations of budget allocation.
- Manages business functions of the Foundation including, but not limited to, contracts, technology, equipment, etc.
- Serves as lead staff in identifying and developing on-going improvements to process support for the District.
- Analyzes and recommends action on a variety of financial and program reports to be distributed to the Executive Director, Chancellor, Colleges, Foundation and DCCCD Boards, auditors, donors and other audiences.
- Responsible for development of estate planning program for donors of the Foundation.
- Supervises other staff as assigned.
- Performs related duties as assigned.

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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.

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 EDUCATIONAL/SKILL REQUIREMENTS:

Master's degree or higher plus three (3) years of progressively responsible experience in a computerized, multi-cost center office, including. Requires demonstrated knowledge of fund accounting and budget management. Requires the ability to access and utilize information from mainframe and microcomputer applications. Must be able to utilize computer technology to maintain records, generate reports and communicate with others. Oral and written communication skills to interact effectively with individuals from diverse backgrounds. Must be able to work in a dynamic, team-approach environment. Strong knowledge and experience providing effective customer service. Official transcripts will be required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ccp: 03/13/02
revised: 04/2009
revised: 09/2012 – emm
revised: 04/2105 – emm
revised: 12/2016 – emm
revised: 07/2017 - emm
ADA/tmm 8.30/18