



## Job Description

**Job Title: Director – Business Finance & Operations**

**JTC: AQC**

**Salary Range: E03**

**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 leadership and management of the organization, performing complex and highly responsible duties to attain organizational and district goals.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience developing business and operational plans and demonstrates a clear understanding of policies/procedures. Ability to plan and implement projects which are tied to the organization's strategic plan to accomplish the vision, mission, and goals of the organization. Advanced knowledge and compliance with federal, state and local regulations.

The ability to organize various needs assessments to determine the effectiveness of programs or processes that could broaden and/or enhance client service. Must have strong leadership qualities and team building skills. Ability to operate independently and employ solid decision-making skills. Demonstrated commitment to high professional ethical standards and a diverse workplace. Able to maintain confidentiality as required.

Ability to establish and maintain positive working relationships both internal and external to the organization to improve work productivity. Experienced and successfully represent the organization to key stakeholders and business partners. The ability to work with staff and/or clients to assess professional development/business needs; performs gap analysis that builds people management skills as well as leadership skills and capabilities.

Advanced knowledge and experience to provide oversight of the district programs and direct the work of personnel to ensure annual, short and long-range goals are met. Capable of planning, implementation, execution and evaluation of complex special projects and ensures projects are completed on time and within budget. Experience assessing situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the organization or district.

Demonstrates interpersonal, organizational, oral and written communication skills to engage effectively with individuals from diverse multicultural backgrounds. Ability to work cross-functionally with other constituents to implement operational strategies or new processes to improve client experience and provide excellent 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 plus three (3) years of related work experience. Three (3) years of experience with financial systems and knowledge of CRM system. 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 leadership, design, development and business operations of Bill J. Priest including but not limited to, planning, monitoring and managing funds as well as, the overall operations of the building. Oversight of the Business growth center and all leasing requirements. Responsible for developing and implementing financial and operational processes and policies for various activities, such as co-working space, industry certification center, Innovation Lab, as well as District guidelines.

Development of foundational processes that will support the activities in BJP, creating solutions, taking and assimilating information and simplifying complex issues into actionable and sustainable systems. Develop and implement a financial strategy and operational infrastructure that aligns with the entrepreneur and small business centric focus.

Collaborates effectively with the building management team, district leadership, and external partners to ensure high-quality customer service. Responsible for researching, designing and proposing solutions (operational and financial) to achieve BJP SBIC's vision. Create effective and compliant financial processes related to new CRM and scheduling systems that are being implemented to support entrepreneurial and small business programs, activities, and services.

Work with the leadership team and external vendors to support business accelerator and incubator programs as well as memberships. Create processes to support small business and entrepreneurial projects and programs for compliance with grant requirements. Oversee all financial aspects of projects and look for ways to optimize efficiency while recommending new technology and system advancements that improve the SBIC.

Responsible for creating budgets, approving requisitions, handling related GL tasks, and managing budgets. Maintain and recommend policies and procedures that enhance and propel innovation and entrepreneurship for BJP. 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 assigned.

May supervise two (2) or more full-time employees.

*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.*