



Job Description

Job Title: Director – Contracts & Grants Accounting

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 experience in related field. 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

Knowledge of grant administration including extensive knowledge of the rules and regulations for cooperative agreements and contract mechanisms. Maintains current knowledge of federal, state and local funding agencies rules and regulations as well as DCCCD's policies and procedures to ensure compliance. Understands financial management and accounting in order to prepare internal/external reports and meet financial reporting deadlines mandated by federal, state and local agencies.

Provides strategic advice, guidance, technical assistance and support in all matters related to the management of grants and contracts district-wide. Lead the development and implementation of policies and procedures that enable organizations to effectively manage different forms of donor contractual agreements.

Builds and maintains partnerships with stakeholders, internal and external, to ensure the development of effective and efficient strategies and solutions. Collaborates with staff, auditors and other stakeholders, as necessary, to assess and manage risk for sub-awards with partner and sub-recipient organizations. Serves as the district's certifying official for federal, state and local grants.

Oversees post-award administration of cooperative agreements and grants awarded to the district. Reviews contract/grant(s) requirements or agreements, modifications and amendments to ensure compliance. Ensures appropriate stakeholders are advised of changes. Manages multiple priorities, delegates and prioritizes work to ensure smooth workflow processes and excellent customer service.

Ability to creatively handle problems or issues while remaining in compliance or adhering to strict guidelines. Must have excellent project and time management skills as well as strong negotiation and listening skills. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Supervises approximately 4-6 employees. Manages and oversees a budget of approximately \$310,000. Indirectly manages and oversees a reimbursement budget of approximately \$30 million per year.

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.