



## Job Description

**Job Title: Financial Analyst**

**JTC: GAA**

**Salary Range: N05**

**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 providing financial reporting and analyses to assist in monitoring budget performance and provide statistical data to DCCCD administrators and state and federal agencies for financial planning and decision making.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledgeable of the economy, tax laws and money markets. Ability to review and analyze financial information using various tools. Experience with the methods and principles related to the management of position control.

Proven ability to be resourceful in finding solutions to problems and capacity to handle multiple assignments with minimal supervision while adhering to critical deadlines. Demonstrated ability to support business initiatives with sound recommendations.

Experience working with cross functional and inter departmental teams. Proven analytical skills and highly developed human relations skills to interact with DCCCD staff members and the financial community from diverse grounds.

Ability to structure and develop models and data queries to support strategic business planning, decisions and practices. Advanced knowledge of spreadsheet applications; advanced knowledge of computer technology to access data, maintain and generate reports.

Demonstrated ability to perform time management skills, ability to prioritize and handle multiple tasks simultaneously. Must have strong interpersonal and communication skills, both verbal and written and provide exceptional customer service when to interact with individuals from diverse backgrounds.

### 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 plus five years' experience with business transactions related to accounting or finance plus three or more years' experience in budgeting and fund accounting in a computerized multi-cost center environment. Must have a valid driver's license if traveling to off-site locations. Official transcripts and proof of certifications are required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs research, analyzes and summarizes data, prepares projections and forecasts, budget revisions and journal entries. Assists with the preparation and distribution of the original, fall and spring revenue projection templates for the campuses.

Monitors and performs appropriate recording and reconciliation entries in relation to the DCCCD daily cash management and debt service. Review, prepare, analyze and interpret financial data to determine reasonableness and accuracy of information.

Responsible for operating the investment process, which includes but is not limited to the solicitation of bids, selection and purchase of securities; and maintains related documentation of transactions. Designs and develops investment strategies, analyzes market trends, processing all related information and reports within considerable time constraints to comply with rules and regulations to avoid monetary penalties.

Prepares and maintains financial and statistical reports used by management in long range financial planning. Reconciles general ledger and banking transactions on a monthly basis. Prepares monthly journal entries to record the allocation of interest earned, purchase, sale or maturity of investment securities. Prepares periodic status reports to the various participants in the DCCCD investment pool.

Prepares monthly tax collection analysis report and year-end audit work reports for investment and debt service functions. Acts as a resource person to the District, college and external organizations when questions arise relating to the Districts investment and debt portfolio. Assists leadership in assigning appropriate account numbers and transferring funds within budgets.

Assists in all financial planning and forecast reporting for the Board of Trustees. 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 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.*