DAWSON COMMUNITY COLLEGE
POSITION DESCRIPTION
July 2022

TITLE: Dean of Finance and Operations
DEPARTMENT: Business and Finance
STATUS: Full-time, Exempt
SUPERVISOR: President
SUPERVISION EXERCISED: Business Office, Facilities, and Contracted Services (includes Information Technology), Assistant Business Office Manager, and assigned staff

Envision a challenging environment with the opportunity to construct the ideal accounting/finance department.
Imagine being able to do this in a rural location next to a State Park with rustic and beautiful sceneries.

Now, envision your future after you create an accounting/finance department that operates with optimal efficiency, effectiveness, and integrity.

If this excites you, let’s visit about a future at Dawson Community College...we are looking for an outstanding individual who is excited by the opportunity to transition a department into a world class accounting/financial department.

SUMMARY:
This position works closely with and reports directly to the President of the college for cash management, re-creation of efficient payroll, accounts receivable, accounts payable, general ledger administration, and general financial duties including financial statements for the college. This includes improving processes and procedures for internal controls, reconciliations, audits, and all financial accounting procedures.

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:
Employees at Dawson Community College are required to demonstrate kindness, respect, integrity, professionalism, and caring regard. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College and university policies and procedures and to promote the educational objectives of the institution. Respect creates an atmosphere conducive to learning. Respect, in this sense, is a minimum threshold for our interactions with each other. A higher threshold is a “caring regard” for the people with whom we work.

Professionalism at DCC includes being mindful of our actions when working with students, colleagues, co-workers and our community members. Respect and “caring regard” for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others is an expected part of DCC job performance. Employees at Dawson Community College support and promote a positive image of Dawson Community College.

EDUCATION AND EXPERIENCE:
Required:
• Bachelor’s degree in Business, Finance, Accounting, or closely related field from an accredited college or university. Experience may not be substituted for a degree.
• Minimum of two (2) years of accounting experience which should include areas such as AP, AR, payroll, fund accounting, budget, and financial statements.
• Demonstrated ability to independently perform the wide range of administrative and financial responsibilities associated with this position.
• Working knowledge and thorough understanding of federal, state, and local guidelines for accounting and reporting.
• Demonstrated experience working with diverse populations in a multi-cultural environment that is committed to diversity and equity in education.

Preferred:
• Master’s degree in accounting or finance
• Certified Public Accountant desirable.
• Seven (7) years of financial experience in a higher education/college setting and/or business operation functions, including AP, AR, payroll, fund accounting, budget, and financial statements.
• Experience working with unions and understanding of collective bargaining agreements.
• Proven record of administrative accomplishments.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.

RESPONSIBILITIES: (Partial List)

• Acts as an advisor to the College President in matters pertaining to operations; plans and directs the fiscal and general operation of the college and serves as college representation on state finance committees.
• Creation and review of financial statements, reconciliations, and reports related to the college’s financial affairs; provide information, specific analysis, and appropriate training to others on financial and budgeting issues, etc.
• Review and incorporate payroll procedures which insure proper payment, accurate record keeping, compliance with internal controls, bargaining agreements, and regulatory authorities for appropriate disbursements within required timelines. Ensure monthly reconciliations are performed and payroll, quarterly reports, liabilities and benefit reporting requirements are maintained.
• Oversee preparation and submission of required reports to IRS and State agencies, not limited to but including 1099’s, 1098T’s and W-2’s annually.
• Creation and oversight of the preparation of the college budget and administers the approved budget.
• Plans and conducts training programs for college personnel in budget administration; reports regularly to appropriate college personnel on status of budget.
• Oversees college computer and technology needs and capacity and develops operational and equipment plans and recommendations; manages information technology operations.
• Oversees all areas associated with student accounts, accounts payable, payroll, physical plant, and information technology. This position has 5 direct reports.
• Collaborates closely with financial aid and the college registrar to ensure that students are enrolled correctly and that they are billed correctly.
• Review account activities in funds to ensure accuracy and conformity with applicable controls and guidelines. Review and strengthen financial and accounting internal controls to ensure protection of the College financial resources. Formulate and enforce policies and procedures regarding College cash disbursements.

Reasonable Accommodations Statement
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

This institution is an equal opportunity provider.

COMPLETED APPLICATION PACKET MUST INCLUDE:

• Completed Dawson Community College application
• Current resume
• Cover Letter
• Copies of college transcripts (official transcripts required upon hire)
• Three professional references (names, email addresses, and phone numbers)

Background checks are required prior to employment.

INQUIRIES MAY BE DIRECTED TO:
Human Resources Department
hr@dawson.edu
406-377-9430

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The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee’s ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work.

Nondiscrimination Policy: Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. Employees who engage in such unlawful discrimination will be subject to disciplinary action up to and including discharge.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans’ Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning any of these matters for employees should be brought to the attention of:

Daisy Nyberg, Title IX Coordinator. Telephone: (406) 377-9412. Email: dnyberg@dawson.edu. Mailing Address: 300 College Drive, Glendive, MT 59330

Virginia Boysun, Registrar, Veteran’s Coordinator. Telephone: (406) 377-9404. Email: vboysun@dawson.edu. Mailing address: 300 College Drive, Glendive, MT 59330.

Matt Hull, Dean of Academic Affairs, ADA Coordinator. Telephone: (406) 377-9434. Email: mhull@dawson.edu. Mailing address: 300 College Drive, Glendive, MT 59330.