

DYERSBURG STATE COMMUNITY COLLEGE POSITION ANNOUNCEMENT

WIA Director of Finance and Administrative Services

The Workforce Investment Act (WIA) at Dyersburg State Community College is currently accepting applicants for a full-time Director of Finance and Administrative Services.

Position Summary:

This position is responsible for supervising and maintaining an accounting system to accurately report expenditures and obligations for federal/state/private grants managed by the Workforce Development Office and to make payments to vendors and participants in a timely manner. This is a federally funded position with continued employment contingent upon federal funding.

Major Responsibilities:

- Maintaining an accounting system for approximately 30 State/Federal/Private grants.
- Developing budgets for individual grants and overall fund availability
- Establishing parameters to maintain separation of funds;
- Establishing account codes to properly record transactions in Banner;
- Maintaining the State eCMATS fiscal system to accurately report obligations;
- Developing cost allocation plans to effectively utilize funds.
- Working with grants writer to establish budgets and funding requests
- Adherence to DSCC and funding source policies and procedures for payment of expenses;
- Serving as designated WIA approving authority for all expenditures;
- Serving as billing partner for Career Center Consortium;
- Coordinating accounts payable and receivable with Business Office staff
- Coordinating closeout of grants, including accounting files, equipment, file storage/transfer, and reporting as required by Federal/State/Private grantor
- Serving as liaison/grant manager for all Federal/State/Private grants
- Working with various DSCC offices/staff for fiscal/administrative related issues.
- Negotiating with suppliers and providers to draw up procurement contracts; administering, extending, terminating, and renegotiating contracts
- Formulating and coordinating request for proposal and other procurement proposals;
- Developing, issuing, and interpreting policies and procedures in related area;
- Preparing and presenting reports to the Executive Director and Workforce Board;
- Supervising and evaluating staff;
- Developing and conducting training for staff and subcontractors/vendors
- Other duties as assigned by the Executive Director of Workforce Development.

Minimum Qualifications:

Education/Training:

Bachelor's Degree in Accounting, Finance or Business Administration required

Background/Experience:

Five (5) years experience in related job responsibilities required. Supervisory experience required. Five (5) years experience in employment and training preferred. Government accounting preferred.

Skills/Abilities:

Demonstrated leadership abilities. Excellent oral and written communication skills, including individual and group presentations. Ability to work with diverse groups. Proficient in use of presentation, word processing and spreadsheet software

Salary is commensurate with college pay scale. Review of applications begins August 16, 2010 and continues until filled.

To apply for this position, send an official DSCC application, resume, cover letter, three current professional letters of recommendation, and transcripts to:

Dyersburg State Community College
Human Resources Department
1510 Lake Road
Dyersburg, TN 38024

DSCC is an EEO/AA/ADA/ Employer