



NOTICE OF VACANCY

Dean of Business Services

REPORTS TO: Vice President of Business Services

DESCRIPTION OF POSITION

At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Dean of Business Services will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The Dean of Business Services assists the Vice President of Business Services in maintaining effective and efficient business services operations and helps evaluate proposed new initiatives and guides long-term financial planning within the scope of the college's mission, vision, and strategic plan.

The Dean of Business Services assists the Vice President of Business Services in directing the activities of the business services functions including financial and business services, budget preparation and management, food service, bookstore, and asset management.

More specifically, the Dean of Business Services is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Assist in analyzing operational issues affecting particular organizational units and/or the entire college, and determine their financial impact;
- Assess and recommend appropriate changes in the departmental organizational structure, job content, and workflow to ensure the highest level of services to the college community;
- Assist with development, maintenance and monitoring of metrics, scorecards, surveys, standards, and procedures for delivering effective services to ensure alignment with the college's needs;
- Assist with ensuring the finance office procedures and systems, maintains records to support all necessary accounting controls, reports and services, and properly manages the custody of funds, investments, and other assets of the college;
- Assist with evaluation and recommendation of appropriate policies and procedures to ensure the financial health of the college;
- Maintain a friendly and supportive atmosphere for students, faculty, staff, and the public;
- Maintain an understanding of current ideas/trends, research and practices pertaining to the _____ areas of responsibility for this position through continued study and participation in professional organizations;
- Assist with monitoring general economic, business, and financial conditions and their impact on the college's policies and operations;
- Assist with the development and implementation of all budgeting, forecasting, audit, accounting, purchasing and insurance activities of the college, and prepare long-range financial planning models to assist with decision-making;

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Executive Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6390; EEOC@msdelta.edu.

DUTIES AND RESPONSIBILITIES (cont.)

- Assist with the development of the annual operating budget for the college and ensure all administrators with budgetary responsibilities are provided regular status reports; report any deviations or potential problems to the President and recommend corrective action;
- Assist with overseeing the college's risk management program for insurance coverage, claim avoidance, and develop programs for detecting, reporting, and reducing hazards in collaboration with the Vice President of Administrative and Student Services.
- Assist with aligning budgets with the established institutional strategic goals, and assessing effectiveness of institutional resource distribution;
- Serve as a resource to the President and Board of Trustees to ensure the college's overall financial health and adequate internal controls;
- Serve on the Budget Planning Committee, and also serve on a variety of other committees as assigned;
- Serve as a college contact for state and federal agencies, district functions and local agencies in matters pertaining to college business service matters;
- Work in collaboration with the Vice President of Administrative and Student Services to develop and maintain short- and long-range plans for renovation and construction; and
- Perform other related duties as assigned.

MANDATORY QUALIFICATIONS

- Applicant must hold the minimum of a Bachelor's Degree in Accounting,
- Demonstrated experience and knowledge in using information technology in accounting applications such as Banner software.

DESIRABLE QUALIFICATIONS

- Preference may be given to applicants with related work experience at the post-secondary level and/or a minimum of 5 years of progressive financial management experience.
- Preference may be given to applicants who hold a Certified Public Accountant (CPA) designation.

KNOWLEDGE AND SKILLS REQUIRED

- Ability to exercise considerable initiative, independent judgment, discretion and confidentiality in performing tasks.
- Ability to multitask and possess initiative.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, and local patrons.
- Dedicated to and appreciate the concept of the community college.
- Effective planning, organizational, and time management skills.
- Highly attentive to detail.
- Strong interpersonal, writing, and verbal communication skills

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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PHYSICAL DEMANDS (cont.)

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires travel and may require working some evenings and weekends.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a Full-Time, 12-Month, Non-Exempt, Non-Teaching Professional (NP) position.

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application (online only)
2. Unofficial College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE TO APPLY

Internal/External – June 24, 2026 at 5:00 P.M.