

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2014**

**FINANCE MANAGER**

**JOB FAMILY: FISCAL SERVICES JOB FUNCTION: BUSINESS SERVICES**

**FLSA STATUS: EXEMPT – PAY GRADE: 17 – P**

**GENERAL STATEMENT OF JOB**

The Finance Manager provides coordination and administrative guidance in the administration of departmental functions and programs as required. Employees in this position participate in the design, development and implementation of programs, policies and practices that enhance the departmental operations and customer responsiveness of the department that should increase the overall service to the College.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Performs as a generalist using broad knowledge and experience to review and provide guidance to department managers in the areas of process, operations and system flow.

Participates in the development of policies and procedures.

Leads and supports the development and implementation of various departmental programs and projects.

Represents the department regularly at meetings and on campus.

Meets with campus representatives regarding departmental issues and initiatives.

Responds to a variety of questions and or problems concerning departmental issues and initiatives.

Assists with employee training and development needs, departmental or collegewide.

**SUPERVISION RECEIVED**

Supervision is received from the appropriate supervising administrator.

**SUPERVISION EXERCISED**

Supervision is exercised over assigned staff.

**MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited institution and three (3) years of related experience.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc.. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 7/14