

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2022**

**ASSOCIATE CONTROLLER**

**FLSA STATUS: EXEMPT – PAY GRADE: 23 - P**

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

**GENERAL STATEMENT OF JOB**

The Associate Controller is responsible for day to day accounting operations, which may include Grant and Contracts, Property Accounting, Finance Security Administration, Federal, State and College Reporting, External Audit Support, Banking and Treasury functions, and ERP system maintenance.

**CHARACTERISTICS, DUTIES AND RESPONSIBILITIES *(Depending upon assignment)***

Researches and responds to financial information requests both internal and external. Assists with audit requests as required.

Directs and ensures the maintenance of financial system security and data integrity. Audits data and performs appropriate actions to correct data as needed.

Assists in the development and design of automated financial reporting needed for all internal and external reporting requirements.

Analyzes and provides recommendations for revision and/or system enhancements for financial procedures and processes.

Performs high level accounting duties and complex financial analyses.

Assists the Controller in year-end closing including ensuring that grants and contracts are properly closed out, revenue is recognized or deferred, capitalized property is reconciled, and accruals are recorded. Prepares the Schedule of Federal Awards or other annual financial report schedules.

Performs complex audits and reconciliations.

Performs related duties as required.

**General Accounting and Treasury Role**

Ensures that the treasury operation maintains appropriate controls to safeguard cash and related assets and compliance with applicable regulations.

Initiates and supervises all aspects of banking and investment relationships including recommendations for investment opportunities, which maximize return on assets, cash

management products/services which minimize costs and manage risks.

Supervises and assists in the preparation of cash projections for periodic reporting to management.

### **Grants Accounting Role**

Provide financial oversight and reporting for all College grants.

Guide project administrators in budget development and monitor expenditures to ensure compliance with applicable requirements and guidelines.

### **SUPERVISION RECEIVED**

Supervision is received from the Controller.

### **SUPERVISION EXERCISED**

Supervision is exercised over assigned staff.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Accounting, Finance or business-related field from an accredited institution and five (5) years of related experience. Must have extensive knowledge in GAAP, GASB, cash and accrual-based accounting, financial statement preparation, uniform guidance for grants, and fixed asset accounting methods.

### **PREFERRED QUALIFICATIONS**

Master's degree in Accounting, Finance or business-related field from an accredited institution and eight (8) 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 mainframe and personal computers, equipment, and related peripherals, and modern office. Tasks may require ability to lift, carry, push and or pull objects of light weight (12-20 pounds). 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 department records, documentation, figures, financial and reporting systems, and related 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 technical data, policy and procedure manuals, codes, etc. rendered in moderately complex terminology. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to adhere to accepted standards of business English, i.e., format, style, grammar, spelling, punctuation. Requires the ability to communicate with a broad array of individuals from various 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 the public, faculty, and staff under charge.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages; compute discount, profit and loss, ratio and proportion; interpret graphs.

**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 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 occasionally high levels of stress, imposed by frequent deadlines, peak workloads, or staff 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: 01/2022; 9/6/22