

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2026**

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 grants and contracts accounting, financial systems administration, financial reporting, external audit support, banking and treasury functions, accounts receivable, accounts payable, general ledger administration, fixed asset accounting, and other accounting and financial management functions as assigned.

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

Researches and responds to internal and external financial information and audit requests.

Directs and ensures the maintenance of financial system security and data integrity, including identifying and resolving data discrepancies and recommending improvements to financial systems, procedures, and processes.

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

Performs complex financial analyses, audits, reconciliations, and other high-level accounting functions.

Assists in year-end closing activities, including ensuring that grants and contracts are properly closed out, revenues and expenses are appropriately recognized, deferred, or accrued; assets and liabilities are reconciled; and required annual financial reports and schedules are prepared.

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

Participates in and/or oversees banking, cash management, and investment activities, including maintaining banking relationships and supporting investment, liquidity, and risk management strategies.

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

Provides financial oversight and reporting for assigned grants, funds, and other financial activities.

Guides project administrators in budget development and monitors expenditures to ensure compliance with applicable requirements and guidelines.

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Performs accounting, financial reporting, and fiscal oversight activities that support the responsible stewardship of College and Foundation resources, enabling programs, services, and financial assistance that contribute to student success.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting, Finance or business-related field from a regionally accredited institution and five (5) years of related experience. Must have extensive knowledge of generally accepted accounting principles and accounting standards applicable to the assigned area of responsibility, cash and accrual-based accounting, financial statement preparation, grant accounting, and internal controls.

PREFERRED QUALIFICATIONS

Master's degree in Accounting, Finance or business-related field from a regionally 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).

Job Code: 2689

Effective: 01/2022

Revised: 9/6/22; 8/19/26