

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

**ASSISTANT DIRECTOR OF BUDGET AND AUXILIARY SERVICES**

**FLSA STATUS: EXEMPT – PAY GRADE: 20 - P**

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

**GENERAL STATEMENT OF JOB**

The Assistant Director of Budget and Auxiliary Services assists the AVP of Administrative Services in providing leadership and responsibility for all financial plans of the College, including the coordination, preparation, implementation and monitoring of the operating budget. The Assistant Director helps develop, maintain, and recommend current year and long term financial strategies for tuition and fees, compensation plans, employee position utilization plans, and equipment, expense, and capital outlay funding options.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Assist in planning and preparation of the College budget and insure that all technical procedures and internal and external rules are adhered to in preparing, recording, and controlling the budget. Assist in facilitating timely posting of approved budgets.

Prepare a range of budgetary and fiscal analyses in support of the College's budget planning and budget management process.

Assist in the development of special reports and projects as requested by the AVP of Administrative Services or the Vice President Finance and Administration.

Prepare financial analyses for Legislative Appropriations analyses, funding formula variations, tuition and fee variations, fund balance and Board Reserve alternatives, and other variables affecting current year and long term operating budgets.

Monitor monthly financial reports for trends and exposures to College budget and recommend corrective actions. Work with Controller to assure alignment of budgets and fund balances

Assist in forecasting revenue and expenses for all funds to assure proper fund balances are maintained. Prepare statistical studies and comparative analysis of past and current year activity to analyze trends affecting budget need.

Assist the AVP of Administrative Services in providing responsive and accurate financial analyses, plans, and estimates as appropriate to Cabinet officers, the College President, and District Board of Trustees. Provide financial analyses for proposed or alternate compensation or workload plans; provide financial analyses for proposed or alternate budgeting systems; provide analyses for proposed or alternate capital equipment or property financing methods including outsourcing, leasing, and others.

Assist in development, implementation, and control of improvements and updates to the PeopleSoft Budgeting System and the strategic budget planning software.

Work with Facilities in budgeting and allocating Public Education Capital Outlay funds and local Capital Improvement funds to support construction projects, general renovations and maintenance projects.

**SUPERVISION RECEIVED**

Supervision is received functionally from the AVP of Administrative Services.

**SUPERVISION EXERCISED**

Supervision is exercised over assigned staff.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in Business or a related field from an accredited institution supplemented by a minimum of four (4) years of related experience. A non-business bachelor's degree may be deemed acceptable if the applicant demonstrates sufficient aptitude in business practice and software.

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

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds): or minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment. Task may involve extended periods of time at a keyboard.

**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: 10/17; 01/22