

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

ASSOCIATE DIRECTOR OF BUDGET AND AUXILIARY SERVICES

FLSA STATUS: EXEMPT – PAY GRADE: 22

JOB FAMILY: FISCAL SERVICES JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Associate 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 Associate 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

Directs and assures maintenance of personnel budget control for the College by reviewing all position changes, new positions, requests to fill vacant positions and salary changes; and coordinating all above requests with Human Resources.

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

Coordinates with Associate Controller, Payroll and Human Resources to assure timely and accurate posting of all payrolls. Serves as back-up to the Associate Controller in posting payroll to the general ledger in the absence of Associate Controller.

Reviews and submits course and testing fees for Board approval. Coordinates with academics, identifies course fees for review, and collects and audits documentation of expenditures to support fees. Reviews contracts and works with Purchasing regarding course material contracts. Coordinates fee changes with Student Financials based on timing of Board approval and registration dates.

Manages all Auxiliary Services' vendor and tenant contracts. Maintains and monitors revenue and compliance with contracts. Coordinates with Purchasing on all amendments and renewals.

Maintains and administers online budget and planning program and trains employees college-wide in the budget process.

Monitors and approves all budget transfers and requests for additional funds for all funds.

Prepares and maintains budgets for Student Activities, Scholarships, and Auxiliary Services.

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

Performs other duties as required.

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 Administration, Accounting, Finance, or a related field from an accredited institution supplemented by a minimum of five (5) 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. Three (3) years of supervisory experience.

PREFERRED QUALIFICATIONS

Master's degree in Accounting or Business Administration, or a related field.

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, 12/5/22